

# TOWN OF FARRAGUT FY2019/2020 BUDGET

Allison Myers

11408 Municipal Center Drive

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## Town of Farragut Officials

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### TOWN OF FARRAGUT

### TOWN OFFICIALS

#### ***Board of Mayor and Aldermen***

*Ron Williams*, Mayor

*Louise Povlin*, Vice-Mayor

*Ron Pinchok*, Alderman

*Scott Meyer*, Alderman

*Drew Burnette*, Alderman

#### ***Leadership Team***

*David Smoak*, Town Administrator

*Janet Curry*, Human Resources Manager

*Mark Shipley*, Community Development Director

*Bud McKelvey*, Public Works Director

*Darryl Smith*, Town Engineer

*Allison Myers*, Town Recorder/Treasurer

*Sue Stuhl*, Parks & Recreation Director

The Town of Farragut was incorporated on January 16, 1980 and was named after Admiral David Glasgow Farragut, the first admiral of the United States Navy, who was born in the Farragut area.

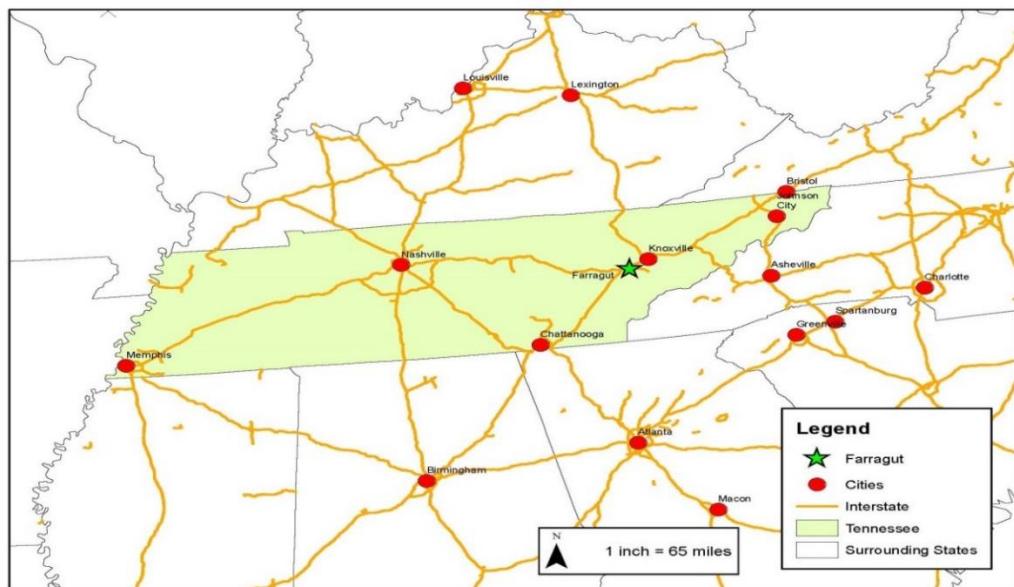
Farragut has significant historic presence, which includes the well-known Campbell Station Inn and the Battle of Campbell Station. The Campbell Station Inn, built in the early 1800s, still exists today and is located at the northeast corner of Campbell Station Road and Kingston Pike. At its height, the Inn served as a stopping place for families, hunters and stock drivers passing through Knoxville and notable guest at the Inn include former President Andrew Jackson and former Tennessee Governor John Sevier.

Civil War history includes the Battle of Campbell Station, which took place on November 16, 1863 and was fought on land surrounding the Farragut Town Hall. This decisive battle involved Burnside's Union forces defeating Longstreet's

Confederate forces as they marched toward Knoxville.

In 2010, a Civil War Trails Historical Marker was dedicated on the grounds of the Farragut Town Hall to commemorate this battle. Today, Farragut is primarily a bedroom community serving the business, educational, and industrial sectors of Knoxville, Tennessee, and the United States Government facilities located in Oak Ridge, Tennessee.

The Town of Farragut is located in Knox County on the southwestern limits of the City of Knoxville, Tennessee, and is in close proximity to the City of Oak Ridge, Tennessee. Farragut was first settled in the early 1800's and was essentially an agrarian community until the early 1960's. It is now one of the most rapidly developing residential areas of Knox County.

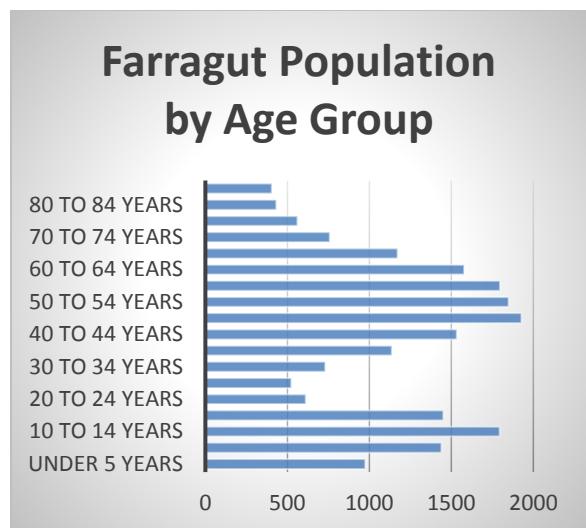


**Demographics (2016 CENSUS)**

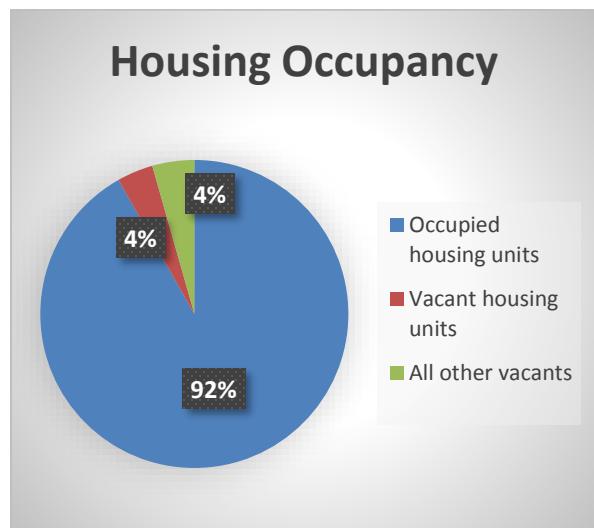
Population: 22,676

Households: 8,085

Median Age: 45



- According to the 2010 census, 92% of Farragut residents own a home.
- The median value of owner-occupied housing units in Farragut is \$302,800.



- The Town of Farragut does not have a municipal property tax and does not receive

any portion of the property tax paid to Knox County.

**Top Town Employers**

Tennova Health West/Women

Sitel

Knox County Schools

Kroger

NHC Healthcare

Ingels Food Store

Costco

Publix

Cracker Barrel

JC Penney

Kohl's

**Climate**

Annual Average Temperature: 70°

Annual Average Precipitation: 47.9"

Annual Average Snowfall: 6.5"

Elevation: 936' above sea level

**Commuters**

A commuter lot is available at the southwest corner of Campbell Station Road and Campbell Lakes Drive for residents who share rides. The commuter lot also serves as the trail head for the Grigsby Chapel Greenway.

**Education**

The five public schools that serve the Town of Farragut are all part of Knox County Schools and include Farragut Primary, Intermediate, Middle and High schools and Hardin Valley Academy. Kindergarten is mandatory in Knox County, and a child must be age five on or before Sept. 30 for current year enrollment. Documentation needed to register a child for school includes a birth certificate, social security number and proof of immunizations. Call the schools listed in the Community Services section of this publication for more information.

## **Healthcare**

The Town of Farragut has a full-service hospital, Turkey Creek Medical Center operated by Tennova, conveniently located on Parkside Drive. The hospital features a 24/7 emergency room; ICU; state-of-the-art surgical suites; cancer, heart and sleep centers; and various women's services. In addition, numerous general and specialized physician offices are located within the Town.

## **Law Enforcement and Fire/Ambulance Service**

Law enforcement for the Town of Farragut is provided by the Knox County Sheriff's Department. Fire, emergency and ambulance service is available by subscription with Rural/Metro Corporation.

## **Location**

Region: East

County: Knox

Distance From: Atlanta, 240 miles; Nashville, 185 miles

The Town of Farragut encompasses 16.2 square miles. Farragut is bound to the north by Interstate 40/75 except at Campbell Station Road, Snyder Road and the Outlets Drive area; to the south by Turkey Creek Road and the Norfolk Southern Railroad line; to the west at the Loudon County Line; and to the east by Lovell Road on the north side of Kingston Pike and Thornton Heights and Concord Hills subdivisions on the south side of Kingston Pike.

Farragut is ideally located for commuting to Oak Ridge, Knoxville, Maryville, Alcoa, Loudon County and the McGhee Tyson Airport. In addition, access to recreational opportunities such as Tennessee's waterways (seven lakes), the Smoky Mountains, the nationally acclaimed Knoxville Zoo, numerous cultural outlets and tourist areas such as Gatlinburg, along with

award-winning Knox County schools, makes Farragut a premier community.

## **Taxes**

The Town of Farragut does not have a municipal property tax. Farragut residents pay the same property tax as other Knox County residents; \$2.32 per \$100 of assessed property value. Property is assessed at 25 percent of the residential market value and 40 percent of the commercial market value. Sales tax in Knox County is 9.25 percent (state tax 7 percent, local sales tax 2.25 percent) except for groceries, which are taxed at 5.5 percent plus 2.25 local sales tax.

## **Transportation**

Railroads: CSX & Norfolk Southern

Interstate Highways: 40, 75, 81, 140, 640

U.S. Highways: 11, 25, 70, 129, 321, 411, 441,

25W Navigable Waterway: Tennessee River,

Channel Depth 9', Knoxville is nearest port

Airport: McGhee Tyson serving metropolitan Knoxville, located in Alcoa, Tenn.

## **Utilities**

Town of Farragut utilities are provided by First Utility District (water and sewer), Knoxville Utilities Board (gas) and Lenoir City Utilities Board (electric). Other utilities and services include cable television and garbage services. Recycling is available from Knox County and private vendors. Specific vendor information is located in the Community Services Directory of this publication.

## **Voter Registration**

The next Town election will be held in conjunction with Knox County and is scheduled in August 2020. The election is for the seats of two Aldermen (one from Ward I and one from Ward II). To be eligible to vote in Town, county, state or national elections, all Town residents must register with the Knox County Election Commission. Voter registration and change of address forms are available at the Knox County Clerk's satellite office on the second floor of the Farragut Town Hall. To register, voters must be 18 years old, a resident of Tennessee for at least 20 days, have a permanent address in Farragut and provide their birth date and social security number. More information is available through the Knox County Election Commission at (865) 215-2480.

## **Citizen Committees**

The Town of Farragut is fortunate to have caring and concerned citizens who volunteer on a number of boards and committees. These volunteers spend a great deal of time, talent and hard work in the community and their continued commitment is a significant asset to

the exceptional quality of life for residents of the Town of Farragut.

There are 10 committees that meet to discuss Town business. All citizen committees are appointed by the Board of Mayor and Aldermen with the exception of the Farragut Municipal Planning Commission, which is appointed by the Mayor. Appointments are made by the Board of Mayor and Aldermen in late May and early June of each year. The Farragut committees are:

- Arts & Beautification Committee
- Board of Plumbing Gas/Mechanical Examiners
- Board of Zoning Appeals (BZA)
- Farragut Museum Committee
- Farragut/Knox County Schools Education Relations Committee
- Municipal Planning Commission (FMPC)
- Parks and Athletics Council
- Stormwater Advisory Committee
- Visual Resources Review Board (VRRB)
- Tourism/Visitors Advisory Committee



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

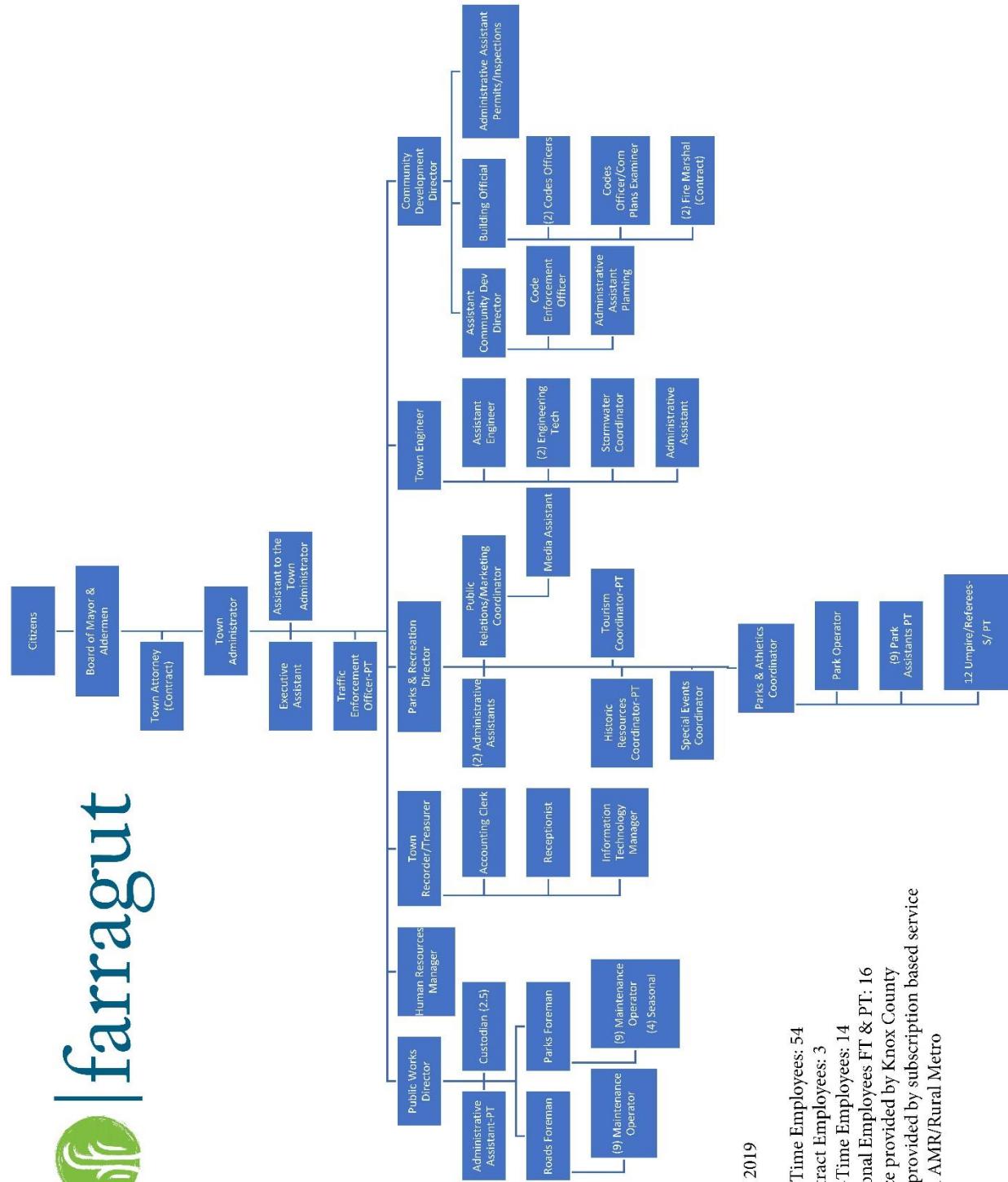
**Town of Farragut  
Tennessee**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morrell*

Executive Director



June 2019

Full-Time Employees: 54

Contract Employees: 3

Part-Time Employees: 14

Seasonal Employees FT & PT: 16

Police provided by Knox County  
Fire provided by subscription based service  
from AMR/Rural Metro

Ron Williams, Mayor  
Ron Pinchok, Alderman  
David Smoak, Town Administrator  
Allison Myers, Town Recorder



Louise Povlin, Vice-Mayor  
Scott Meyer, Alderman  
Drew Burnette, Alderman

Dear Farragut Citizens:

The Farragut Board of Mayor and Aldermen and the Town staff are pleased to present the 2020 Fiscal Year (FY) budget. During the budget planning and development process, the elected officials and Town staff evaluated the community's needs and the local government's role in meeting them. The Town staff has prepared a fiscally conservative and balanced budget, which reflects the exceptional level of service provided to Farragut residents. Some of the Town's FY20 budget priorities include construction of important roadway improvements, pedestrian connections, and park infrastructure enhancements.

In December, the Board of Mayor and Aldermen (BMA) adopted the Town's Strategic Plan, outlining priorities for the current year. The Strategic Plan provides a road map for the Town's future, aligning Farragut's vision, goals and objectives for the next 10 years and beyond. Furthermore, the FY20 General Fund and Capital Investment Program (CIP) budgets were approved to meet the goals identified in the Strategic Plan.

In addition, specific and measurable objectives were created to help staff measure performance across departments and gauge success. Together, the Strategic Plan, goals, and objectives bring added focus to our work and to the direction provided in the budget process.

### **Economic Outlook**

Today, the Farragut area continues to experience economic growth rates that exceed almost any other area in the East Tennessee region. New subdivisions are currently under development in Farragut and there continues to be strong interest from developers to initiate more residential projects. In addition, commercial development remains steady with an increase in the redevelopment and infill of vacant commercial areas.

Although the Farragut economic base is steady, there is some uncertainty about external factors that may impact our local economy heading into FY2020 and beyond.

The Tennessee General Assembly enacted legislation in 2016 that will eliminate the Hall Income Tax by the year 2021. The eventual elimination of this revenue source could have a long-lasting impact on both our General Fund operations and the Town's Capital Investment Program. Additionally, the implementation of the IMPROVE Act, although increasing funding to support road and infrastructure replacement, when combined with the loss of the Hall Tax, will reduce overall Town revenues.

Such "challenges" make it imperative that we continue to position the Town of Farragut to meet the demands of an uncertain future. While it is essential to maintain a conservative approach toward financial management and expansion of services, we should never forget why our residential and

corporate citizens choose to be in Farragut. The Town of Farragut is able to deliver essential community services in a cost-effective manner, while investing in infrastructure and facility improvements that enhance the quality of life for our residents as well as the desirability of our community.

### **Core Principles for Preparation of this Budget**

**Long Range Planning and Direction Established** - The Capital Investment Program is an essential component of the Town's budget process and allows for broader understanding and deliberation on the essential long-term capital needs of a developing Town. The strategic planning process, approved by the Board of Mayor and Aldermen, provides direction to staff on the mutually agreed upon needs of the community.

**Capital Investments Funded** – The Town's FY20 Capital Investment Program (CIP) is \$21,345,000. The CIP budget emphasizes the continuation of investing in the design and construction of capital projects and major infrastructure. Some areas of focus are park enhancements, road improvements and new pedestrian connections – all essential to future growth and development.

The major funding source for the FY20 CIP is the General Fund operating transfer of \$7,250,000 before June 30, 2020. The transfer is possible due to positive revenue collections over the past few fiscal years. Managing capital investments in a fiscally conservative manner allows the Town to reduce the amount of long-term debt that would otherwise be needed to meet the needs of the community.

**Cost Effective Service Delivery** - The FY20 budget was formulated on the belief that, regardless of the sound financial position of the Town, Farragut must always look for ways to maintain and improve existing services, while minimizing potential long-term costs.

Municipal service delivery, by its very nature, is a labor-intensive endeavor. Roughly 64% of the total General Fund budget is allocated to personnel services. Municipal departments continue to focus on identifying equipment, technology and processes that allow existing employees to deliver community services more efficiently.

Personnel changes in the FY20 budget are reflected below:

- Parks and Recreation Department-
  - Historic Resources Coordinator; full-time to part-time status
  - Media Assistance; part-time to full-time status
- Public Works Department-
  - Addition of a full-time custodian position for the Community Center

A chart reflecting the major budget changes from FY19 to FY20 follows.

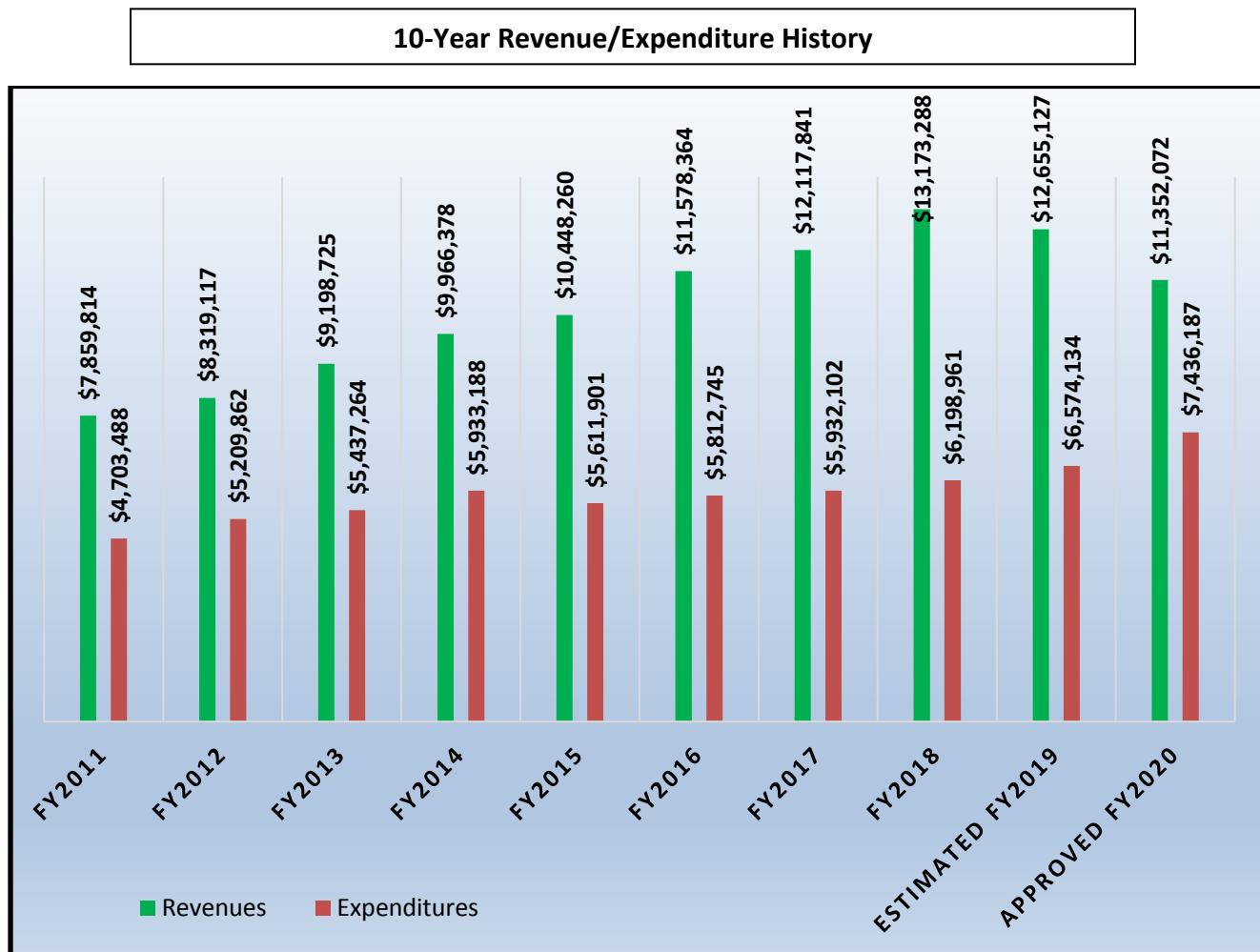
<b>Budget Enhancements</b>		
<b>Enhancement</b>	<b>Department</b>	<b>Reason</b>
<b>Up to 4% Merit Increase</b>	All departments	Employee Merit Plan
<b>Community Center Expenses \$312,008</b>	Community Center	Opening of the Community Center-Portion is shared with Knox County

**Quality Employees** - By necessity, the provision of responsive, quality public services with a lean staff requires the very best people in our organization. The ability to deliver services efficiently and effectively to residential and corporate citizens means that Farragut is able to attract and retain the most qualified and competent employees for each position. In addition, the Town competes in a competitive labor market with surrounding jurisdictions for essential personnel. Accordingly, a competitive salary and benefits package is essential to attract, retain, and motivate outstanding employees. The FY20 budget provides funding to perform a comprehensive classification and compensation study of all positions to ensure we are maintaining a competitive pay plan and excellent benefit programs in the areas of retirement, medical and dental coverage, annual/sick leave, etc.

## GENERAL FUND

The total General Fund budget is \$7,436,187, which represents an increase of \$424,436 or 6% increase over last year's budget of \$7,011,751. The Town of Farragut budget maintains its current level of service and is balanced without dipping into the Rainy-Day Fund, which equals 30% of total expenditures.

Since FY11, both revenues and expenditures have steadily increased. The Town has increased staff to accommodate the expansion of projects and services. The chart below shows the historical data for both revenues and expenditures over the last several years.

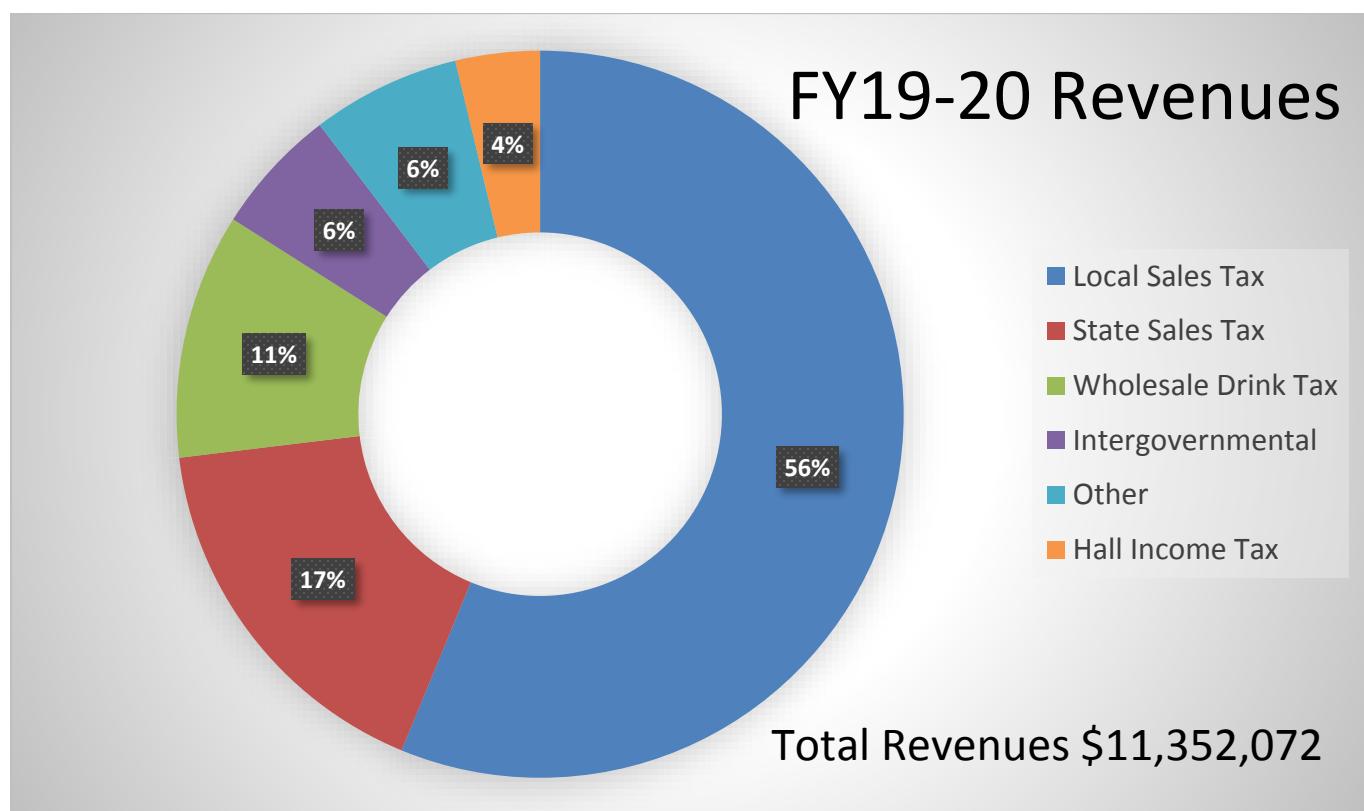


The FY20 budget was developed with a philosophy that the BMA must continually look for opportunities to maintain and improve existing services while minimizing long-term costs.

## REVENUES

The FY20 General Fund budget will be balanced with projected revenue collections during the fiscal year. Projected revenue for FY20 is \$11,352,072, up \$432,752 or 4% from the FY19 budget of \$10,919,320.

The Town of Farragut does not collect a municipal property tax from its citizens or businesses. The single largest source of the Town's revenue comes from local sales tax, which has steadily grown with the expansion of commercial development, particularly with the success of the Turkey Creek regional retail trade area and the local commercial growth along the Kingston Pike corridor. In addition to the local sales tax, the Town also receives a portion of the State of Tennessee sales tax which accounts for 17% of its total revenue. The Town estimates and budgets the revenues for each fiscal year very conservatively due to the market volatility of the local sales tax and state shared tax.



While the FY20 budget projects satisfactory revenue growth, there are long term challenges facing the Town that will need to be addressed in future budgets.

Growth in local option sales tax has been the primary source of new revenue over the past 10 years, and the potential combination of slowing sales tax growth coupled with a reduction in Hall Income tax revenues have the potential to create financial challenges in the future.

### **EXPENDITURES**

The General Fund expenditures in FY20 are \$7,436,187. The budget adequately covers the operational needs of all departments and investments in equipment, technology, and other resources that allow staff to deliver services effectively. Also included in the FY20 budget are transfers to other funds. This includes a \$175,000 transfer to the Equipment Replacement Fund, a \$7,250,000 transfer to the Capital Investment Fund, and a \$150,000 transfer to the ADA Capital Fund.

The Town will continue to concentrate our efforts on tourism related revenue opportunities to help drive consumers to stay, eat, and shop in Farragut. The Town of Farragut's location near the junction of I-75/I-40, regional shopping and dining in Turkey Creek and wonderful family amenities make it a welcome stop for travelers.

### **DEBT**

There is no debt in the Town's FY2020 budget. The Town has been debt free since 2001. The last debt issued was \$500,000 in 1997. The organizations philosophy has been to pay as we go, rather than issue bonds for Capital Investment Projects.

### **EQUIPMENT REPLACEMENT FUND**

Pursuant to the Governmental Accounting Standards Board (GASB) Statement #54, the Equipment Replacement Fund is considered a component activity of the General Fund for reporting purposes in the Comprehensive Annual Financial Report (CAFR). However, the fund is budgeted separately to simplify the review and oversight of an important activity that provides for the annual accumulation of reserves over multiple years for the purchase of higher cost replacement vehicles and equipment. This approach ensures relative consistency in General Fund budgetary obligations over a multi-year period and avoids major fluctuations in capital purchases in a single year and the borrowing of funds to pay for the purchases. The FY20 proposed budget for the Equipment Replacement Fund has expenditures totaling \$192,000. The transfer from the General Fund is \$175,000, an increase of \$25,000 over the previous fiscal year. The transfer of additional funds is a strategic increase that will continue to be transferred for the coming fiscal years in anticipation of higher replacement costs. The expenditures include the purchase of a Stormwater camera, replacement of a brush chipper/mulcher, John Deere Gator and three (3) pickup trucks.

### **STATE STREET AID FUND**

The FY20 budget for the State Street Aid Fund is \$865,000. The State of Tennessee distributes a portion of the state gasoline tax collected per gallon to all cities based on population with the proceeds historically used by Farragut for the annual street-resurfacing program. The FY20 projected revenue from the state gas tax is \$865,000. Revenue for this fund has increased 27% over the past two years as a result of the IMPROVE Act approved by the Tennessee General Assembly in 2017. The total investment

for resurfacing in FY20 is projected to be \$650,000. Resurfacing decisions are made after an annual field inspection and priority ranking of roads relative to condition, use and available funding.

#### **INSURANCE FUND**

This fund was created to centralize the payment of all retirement benefit related expenditures. There are no expenditures budgeted for FY20. The retirement fund used for this purpose is now closed to new participants and all future benefits are fully funded.

#### **CAPITAL PROJECTS FUND**

The Capital Projects Fund is used to consolidate the acquisition, design and construction of major capital improvements of the Town. The FY20 budget of \$21,345,000 provides funding for a variety of projects in program areas such as transportation, parks and recreation and general facility/equipment. The CIP long-term budget includes expenditures of \$35,330,000 for roadway improvements and park projects through the year 2024.

There are 10 capital projects proposed for funding in FY20. Several of the largest projects include McFee Park Expansion (\$8,000,000); Union Road Improvements engineering (\$500,000), Smith Road Sidewalk construction (\$650,000); and stormwater improvements (\$750,000). More information on the FY20 projects is provided in the detail budget for the Capital Projects Fund.

The major differences in fund balance from FY19 to FY20 are expenditures that have been assigned but not spent yet. Various projects, budgeted in previous fiscal years, have to be accounted for to guarantee the funds will be available when the project is complete. When the projects continue a budget amendment will be necessary to assign the expenditure in the current budget.

#### **ADA CAPITAL PROJECTS FUND**

The ADA Capital Projects Fund is used to improve ADA access to the Town Hall and parks. The FY20 budget of \$150,000 provides funding to construct new ADA restrooms in the Farragut Town Hall.

#### **SUMMARY**

The Town of Farragut is currently in a very sound financial position. This publication summarizes our financial condition and highlights our priorities and objectives for the upcoming fiscal year. I hope you will take a few minutes to read through the budget to learn more.

The Town of Farragut – is redefining quality of life with a beautiful, close-knit, connected community where families and businesses thrive.

Respectfully Submitted,

David Smoak  
Town Administrator

## Fund Summary-FY2020

FY2020 FUND SUMMARY	General	Capital Investment Program	State Street Aid	Other Governmental Funds	Total
<b>Revenues:</b>					
Local Sales Tax	6,365,400	-	-	-	<b>6,365,400</b>
State Sales Tax	1,900,000	-	-	-	<b>1,900,000</b>
Licenses, Permits & Fees	367,200	-	-	-	<b>367,200</b>
Intergovernmental:					<b>0</b>
State Taxes	1,050,000	-	850,000	-	<b>1,900,000</b>
Grants		7,399,000	0	-	<b>7,399,000</b>
Wholesale Beer, Liquor & Mixed Drink	1,150,000	0	0	-	<b>1,150,000</b>
Other Income	419,472	0	0	-	<b>419,472</b>
Interest	100,000	100,000	15,000	10,100	<b>225,100</b>
<b>Total Revenues</b>	<b>11,352,072</b>	<b>7,499,000</b>	<b>865,000</b>	<b>10,100</b>	<b>19,726,172</b>
<b>Expenditures:</b>					
General Government	5,504,227	-	-	0	<b>5,504,227</b>
Public Works	1,931,960	-	-	-	<b>1,931,960</b>
Capital Outlay	0	21,345,000	865,000	342,000	<b>22,552,000</b>
<b>Total Expenditures</b>	<b>7,436,187</b>	<b>21,345,000</b>	<b>865,000</b>	<b>342,000</b>	<b>29,988,187</b>
Revenue over (under) expenditures	3,915,885	-13,846,000	0	-331,900	<b>-10,262,015</b>
<b>Other Financing Sources:</b>					
Total Transfers In	0	7,250,000	0	325,000	<b>7,575,000</b>
Total transfers out	-7,575,000	0	0	0	<b>-7,575,000</b>
<b>Total other financing sources</b>	<b>7,575,000</b>	<b>7,250,000</b>	<b>0</b>	<b>325,000</b>	<b>15,150,000</b>
<b>Assigned Fund Balance</b>	<b>0</b>	<b>3,507,928</b>	<b>0</b>	<b>0</b>	<b>3,507,928</b>
<b>Fund Balance July 1</b>	<b>19,330,170</b>	<b>\$11,046,347</b>	<b>\$1,228,415</b>	<b>\$1,009,370</b>	<b>\$32,614,302</b>
30% of Expenditures	<b>2,230,856</b>				
<b>Fund Balance June 30</b>	<b>\$13,440,199</b>	<b>\$942,419</b>	<b>\$1,228,415</b>	<b>\$1,002,470</b>	<b>\$16,613,503</b>

Multi-Year Fund Summary				General			Capital Investment Program		
	FY2017-18	FY2018-19	FY2019-20		FY2017-18	FY2018-19	FY2019-20		
<b><u>Revenues:</u></b>									
Local Sales Tax	6,774,339	6,600,484	6,365,400		0	0	0		
State Sales Tax	1,925,266	1,936,342	1,900,000		0	0	0		
Licenses, Permits & Fees	675,150	663,400	367,200		0	0	0		
Intergovernmental:									
State Taxes	1,795,146	1,669,437	1,050,000						
Grant Funding	0	0			959,747	0	7,399,000		
Wholesale Beer, Liquor & Mixed Drink	1,384,611	1,257,122	1,150,000		0	0	0		
Other Income	478,456	197,987	419,472		220,000	0	0		
Interest	140,320	250,000	100,000		144,692	254,986	100,000		
<b>Total Revenues</b>	<b>13,173,288</b>	<b>12,574,772</b>	<b>11,352,072</b>		<b>1,324,439</b>	<b>254,986</b>	<b>7,499,000</b>		
<b><u>Expenditures:</u></b>									
General Government	4,468,066	4,846,457	5,419,227		0	0	0		
Public Works	1,730,895	1,807,677	1,917,460		0	0	0		
Capital Outlay	0	0	0		3,344,758	7,151,295	21,345,000		
<b>Total Expenditures</b>	<b>6,198,961</b>	<b>6,654,134</b>	<b>7,336,687</b>		<b>3,344,758</b>	<b>7,151,295</b>	<b>21,345,000</b>		
Revenue over (under) expenditures	6,974,327	5,920,638	4,015,385		-2,020,319	-6,896,309	-13,846,000		
<b><u>Other Financing Sources:</u></b>									
Total Transfers In	0	0	0		4,000,000	3,500,000	7,250,000		
Total transfers out	-4,350,000	-3,750,000	-7,575,000		0	0	0		
<b>Total other financing sources</b>	<b>-4,350,000</b>	<b>-3,750,000</b>	<b>-7,575,000</b>		<b>4,000,000</b>	<b>3,500,000</b>	<b>7,250,000</b>		
Assigned Fund Balance	0	0	0		3,136,962	3,483,212	3,507,928		
Fund Balance July 1	14,374,850	16,999,177	19,169,815		12,462,975	14,442,656	11,046,347		
30% of Expenditures	1,859,688	1,996,240	2,201,006						
Fund Balance June 30	15,139,489	17,173,575	13,409,194		14,442,656	11,046,347	942,419		

<b>Multi-Year Fund Summary</b>		State Street Aid			Other Governmental Funds		
		FY2017-18	FY2018-19	FY2019-20	FY2017-18	FY2018-19	FY2019-20
<b><u>Revenues:</u></b>							
Local Sales Tax	0	0	0	0	0	0	0
State Sales Tax	0	0	0	0	0	0	0
Licenses, Permits & Fees	0	0	0	0	0	0	0
Intergovernmental:							
State Taxes	751,888	810,000	850,000	0	0	0	0
Grant Funding	0	0	0	0	0	0	0
Wholesale Beer, Liquor & Mixed Drink	0	0	0	0	0	0	0
Other Income	0	0	0	25,243	5,978	0	0
Interest	17,759	35,000	15,000	9,646	17,100	10,100	
<b>Total Revenues</b>	<b>769,647</b>	<b>845,000</b>	<b>865,000</b>	<b>34,889</b>	<b>23,078</b>	<b>10,100</b>	
<b><u>Expenditures:</u></b>							
General Government	0	0	0	0	0	0	0
Public Works	0	0	0	0	0	0	0
Capital Outlay	617,291	1,507,000	865,000	143,841	57,150	342,000	
<b>Total Expenditures</b>	<b>617,291</b>	<b>1,507,000</b>	<b>865,000</b>	<b>143,841</b>	<b>57,150</b>	<b>342,000</b>	
Revenue over (under) expenditures	152,356	-662,000	0	-108,952	-34,072	-331,900	
<b><u>Other Financing Sources:</u></b>							
Total Transfers In	200,000	100,000	0	150,000	150,000	325,000	
Total transfers out	0	0	0	0	0	0	0
<b>Total other financing sources</b>	<b>200,000</b>	<b>100,000</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>325,000</b>	
Assigned Fund Balance	0	0	0	0	0	0	0
<b>Fund Balance July 1</b>	<b>1,438,059</b>	<b>1,790,415</b>	<b>1,228,415</b>	<b>852,394</b>	<b>893,442</b>	<b>1,009,370</b>	
<b>30% of Expenditures</b>							
<b>Fund Balance June 30</b>	<b>1,790,415</b>	<b>1,228,415</b>	<b>1,228,415</b>	<b>893,442</b>	<b>1,009,370</b>	<b>1,002,470</b>	

<b>Multi-Year Fund Summary</b>		<b>Total of All Funds</b>		
		<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b><u>Revenues:</u></b>				
Local Sales Tax		6,774,339	6,600,484	6,365,400
State Sales Tax		1,925,266	1,936,342	1,900,000
Licenses, Permits & Fees		675,150	551,355	367,200
Intergovernmental:		0	0	0
State Taxes		2,547,034	2,479,437	1,900,000
Grant Funding		959,747	0	7,399,000
Wholesale Beer, Liquor & Mixed Drink		1,384,611	1,257,122	1,150,000
Other Income		723,699	396,365	419,472
Interest		312,417	557,086	225,100
	<b>Total Revenues</b>	<b>15,302,263</b>	<b>13,778,191</b>	<b>19,726,172</b>
<b><u>Expenditures:</u></b>				
General Government		4,468,066	4,766,457	5,504,227
Public Works		1,730,895	1,807,677	1,931,960
Capital Outlay		4,105,890	8,715,445	22,552,000
	<b>Total Expenditures</b>	<b>10,304,851</b>	<b>15,289,579</b>	<b>29,988,187</b>
Revenue over (under) expenditures		4,997,412	-1,511,388	-10,262,015
<b><u>Other Financing Sources:</u></b>				
Total Transfers In		4,350,000	3,750,000	7,575,000
Total transfers out		-4,350,000	-3,750,000	-7,575,000
	<b>Total other financing sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Assigned Fund Balance</b>		3,136,962	3,483,212	3,507,928
<b>Fund Balance July 1</b>		29,128,278	34,125,690	32,614,302
<b>30% of Expenditures</b>		1,859,688	1,972,240	2,230,856
<b>Fund Balance June 30</b>		32,266,002	30,642,062	16,613,503

## Budget Process

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The Town of Farragut's budget process begins with a review of current Town finances such as sales tax revenue, wholesale beer and liquor tax revenue, building permits and other intergovernmental funds; and current expenditures.

The budget document that is presented to the Board of Mayor and Alderman represents the culmination of extensive research and analysis. The budget document is intended to provide the legislative body, as well as the public, a comprehensive picture of proposed operations for the budget year based on the following guidelines:

- The primary objective is to provide the highest possible level of service to residents without impairing the Town's sound financial condition.
- The budget must be balanced for each fund and the total projected revenues and funding sources must be greater or equal to the total anticipated expenditures.
- The General Fund balance should be maintained at 30% of expenditures.
- The internal budgetary control is maintained at the department level by line item and is designed to provide reasonable assurance that the aforementioned objectives are met.

### Budget Adoption

The Town of Farragut Town Administrator submits an annual budget to the Board of Mayor and Aldermen. The budget provides a comprehensive financial plan for the upcoming fiscal year. In addition, state law requires that the budget presented must be balanced.

### Public Notice

Publication of the proposed budget must be in a newspaper of general circulation and must be published not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

### Budget Ordinance

The Board of Mayor and Aldermen adopts the budget by ordinance, after two required readings, on or before the last day of the current fiscal year.

### Budget Amendments

Once approved, the Board of Mayor and Aldermen may amend the legally adopted budget by ordinance when unexpected modifications are required in estimated revenues and appropriations.

Each fund's appropriated budget is prepared on the following basis: Revenues are budgeted by source and Expenditures are budgeted by fund, which constitutes the legal level of control. Expenditures may not exceed appropriations at the legal level. All budget revisions at this level are subject to final review by the Board of Mayor and Aldermen. Within the aforementioned controls, management may transfer appropriations within the same fund. Appropriations between funds require approval from the Board of Mayor and Aldermen. Budgeted amounts are as originally adopted (or as subsequently amended) by the Board of Mayor and Aldermen.

Formal budgetary integration is employed as a management control device during the year for

the General Fund, Special Revenue Fund and Capital Projects Funds.

## **BUDGET BASIS**

### **Governmental Funds**

The Town's budget is prepared on a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Measurable" means the amount of the transaction can be

determined and "available" is defined as collectible within the current period or within 60 days of the end of the current fiscal period. Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. However, debt service expenditures, as well as expenditures related to compensated absences, claims and judgments, are recorded only when payment is due.

## **BUDGET CALENDAR**

The budget process begins in January with the distribution of the budget calendar to department directors. In February the department directors submit their year-end estimates and requests for the coming year to the Town Recorder. Over the following weeks the Capital Investment Fund, Equipment Replacement and program changes are submitted as well. After review, the base budgets are submitted to the Town Administrator. The list of important dates in the budget process is shown below.

## **FY2019-20 BUDGET CALENDAR**

**December 2018** – Board of Mayor and Aldermen Strategic Plan Update

**February 15, Friday** – Department Base Budgets, Expenditures/Revenue Projections, Program Changes Due

**March 1, Friday** – CIP Budget, Equipment Replacement Budget Due

**March 14, Thursday** – General Fund Revenue/Expenditure Projections, Program Changes – BMA Workshop

**March 28, Thursday** – CIP Workshop

**March 29, Friday** - Community Grant Submittal Deadline

**April 11, Thursday** – Equipment Fund, CIP, Other Fund – BMA Workshop

**April 25, Thursday** – Open

**April 26 – May 15** - Town Administrator preparing draft budget

**May 16, Thursday** – Draft Budget to BMA

**May 10, Wednesday** – Budget Ordinance published in the paper

**May 23, Thursday** – 1<sup>st</sup> Reading of Budget Ordinance

**June 13, Thursday** – 2<sup>nd</sup> and final reading of Budget Ordinance

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**May 17, Deadline for final:**

- Department goals & objectives
- Performance Measures
- Action Plan/Work program items

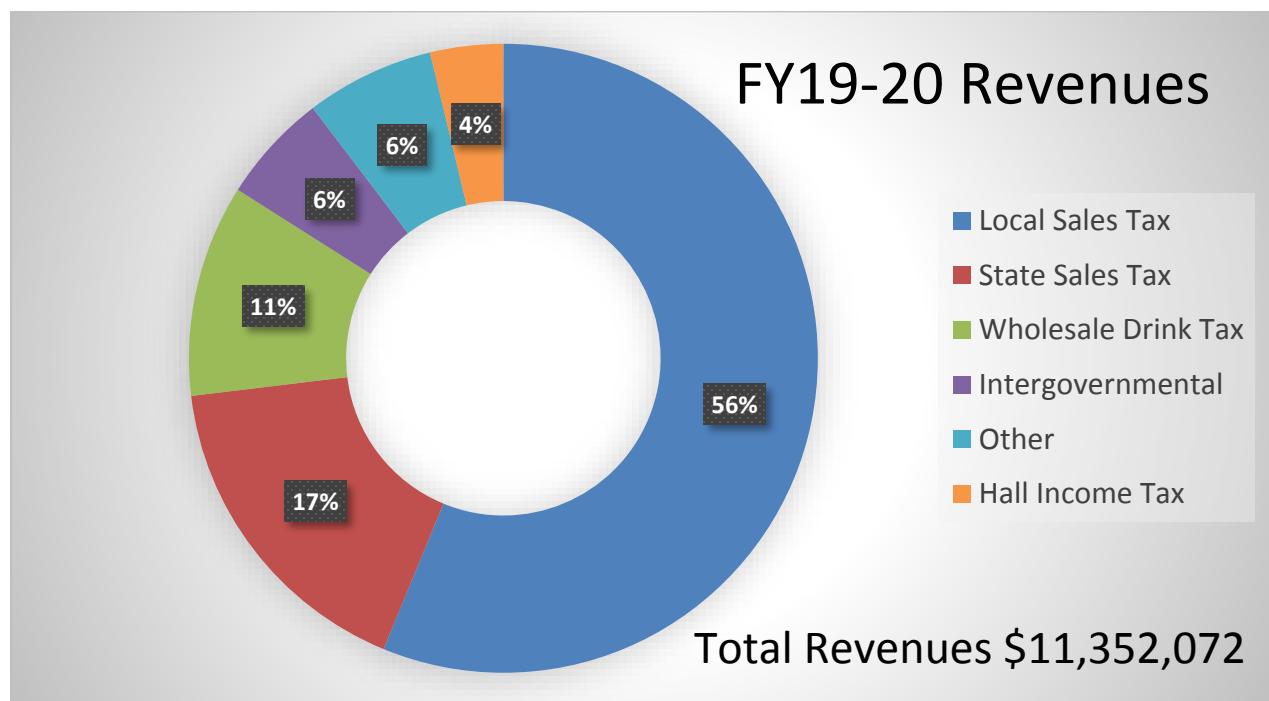
## Revenue Analysis and Projections

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Fiscal Year 2020 projected revenue for the General Fund is \$11,352,072, up \$432,752 or 4% from the FY19 budget of \$10,919,320.

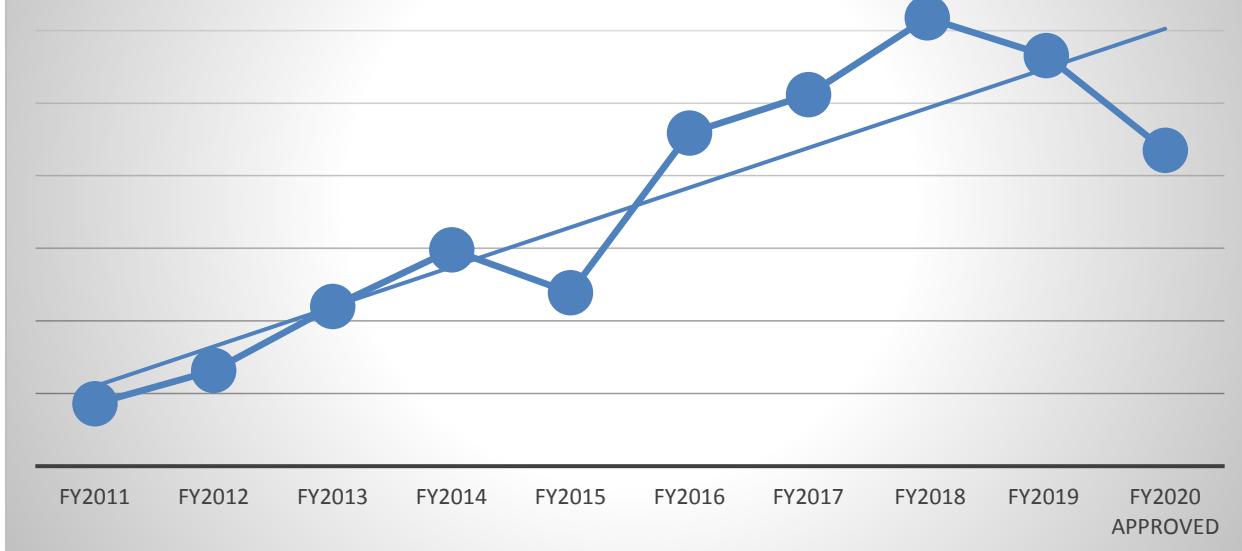
The single largest source of the Town's revenue comes from local sales tax at 56%. State sales tax is the second largest at 17% followed by Wholesale Drink Tax at 11%. The Town estimates and budgets the revenues for each fiscal year very conservatively. This is due to the primary source of revenue being local sales tax and State shared tax.

The chart below shows the percentages of total revenue each revenue source contributes.



The budgeted revenues in FY2020 are based on trend analysis over the past ten (10) years. After an analysis of businesses opening within the Town and historical data, it was concluded to budget an increase in revenues of approximately 4% more than FY19 budgeted revenues.

## Trend Analysis 10 Year Historical Data

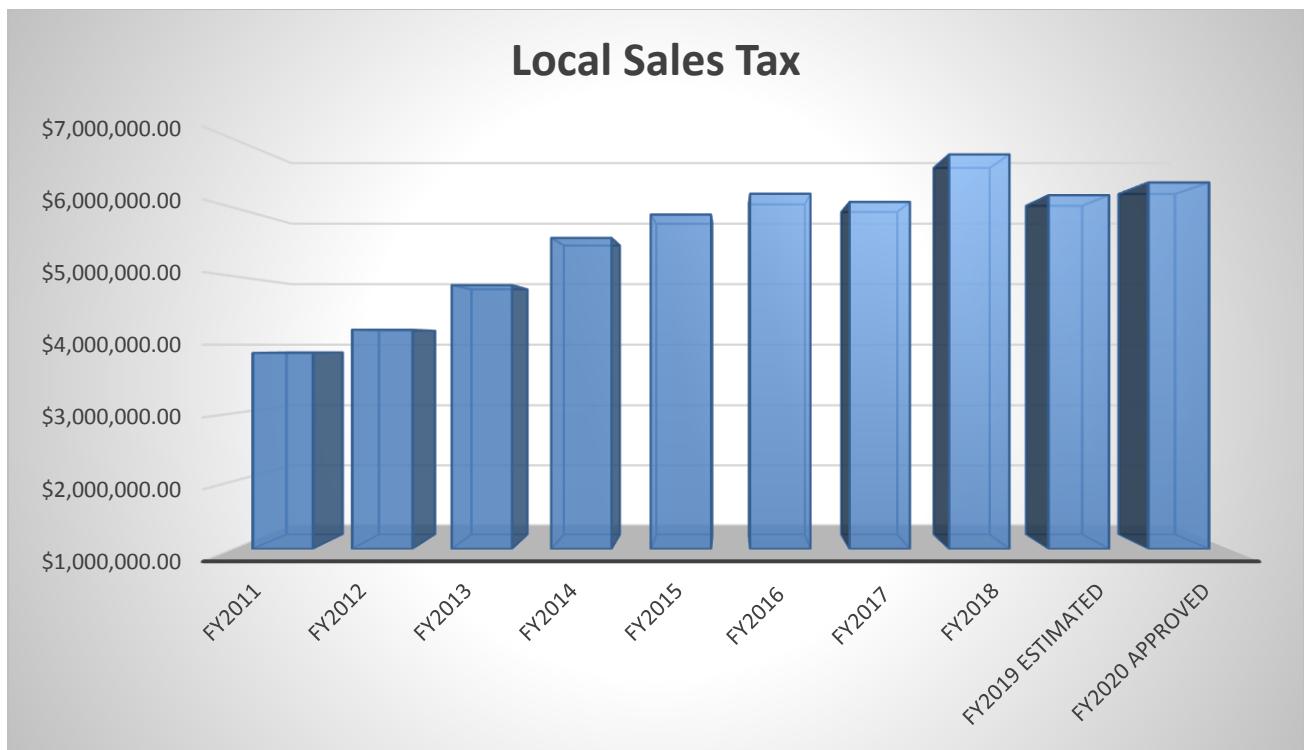


The following sections provide analysis and projections for FY20 for the General Fund revenue sources. Charts depicting the revenue history of some of the sources are also included.

### **Local Option Sales Tax                    \$6,365,400**

Local option sales tax is the largest revenue stream and is a good indicator of economic growth within the Town. Sales tax is levied on the final sale of an item and remitted to the start by the retail merchants. Cities and counties may levy up to 2.75% local option sales tax in addition to the state sales tax of 7%. The Town receives 50% of 2.25% in local option sales tax. The fifty percent goes to the Knox County schools. The county remits the remainder to the Town on a monthly basis.

Local option sales tax has steadily grown with the expansion of commercial development, particularly with the success of the Turkey Creek retail area.



## State Sales Tax

**\$1,900,000**

Cities receive a share of the state sales tax directly from the state every month based on population. It is also the largest of the state shared revenues, accounting for more than half of the population-based state shared revenues.

## Local Wholesale Beer Tax

**\$540,000**

A 17% (minus three and one-half percent of total) Wholesale Beer Tax is authorized by the State. The tax is paid monthly by each beer wholesaler directly to the town, and monthly reports on such sales are made to the State Department of Revenue and to each town.

## Local Wholesale Liquor Tax

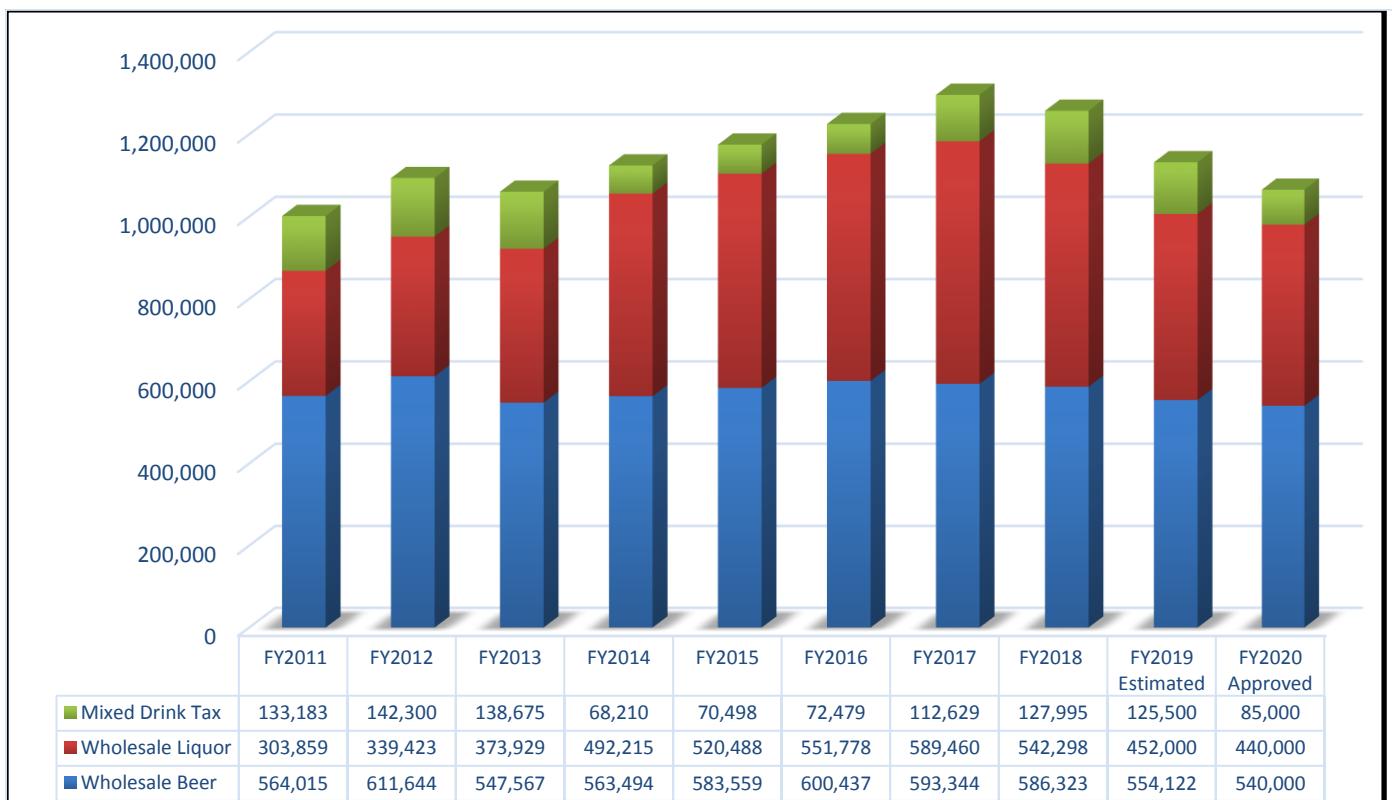
**\$440,000**

Depending on the size of the municipality's county, the municipality levies by ordinance five percent or eight percent inspection fee that is collected by the wholesalers from the retailer, within the town limits, during distribution. The wholesaler then retains five percent of the fee for performing the collection.

## **Mixed Drink Tax**

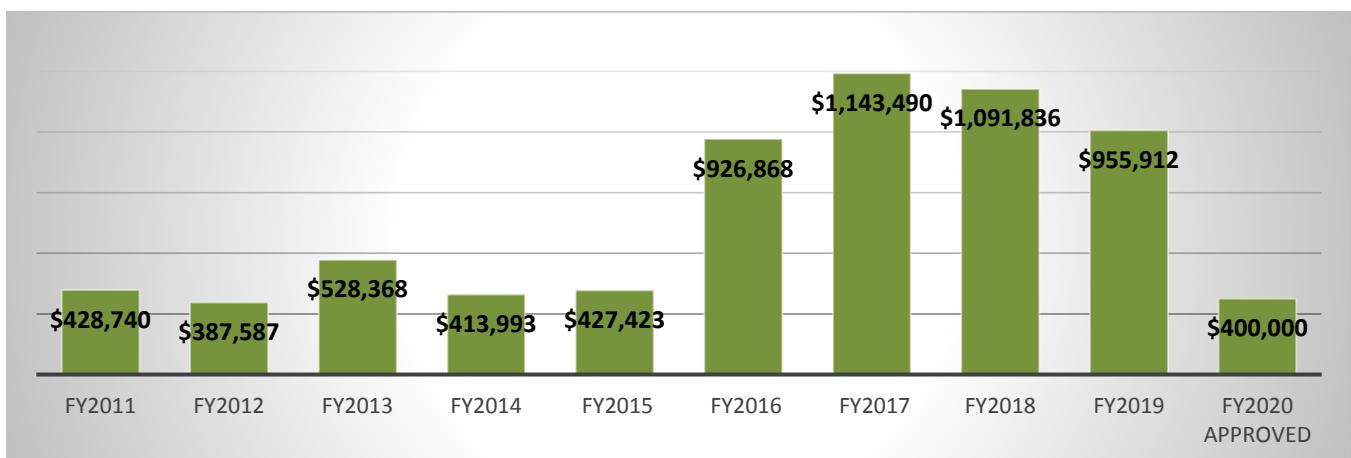
**\$170,000**

A 15% tax levied by the State based on gross receipts on wine and spirit sales. The tax is earmarked for education and local government. Cities receive 25% of the portion of the tax collected from businesses within their boundaries. Of the 25%, fifty percent goes to Knox County. In the amount illustrated in the graph below is the remaining amount after remittance to Knox County.



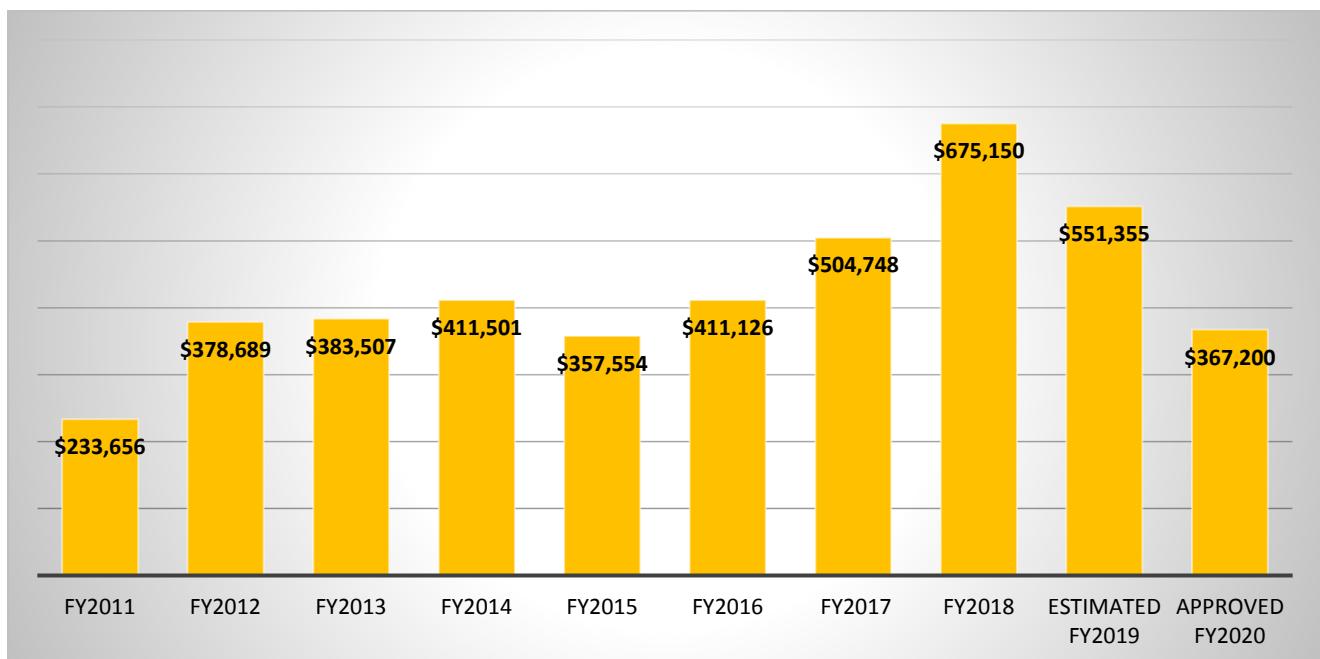
**Hall Income Tax/State Income Tax** **\$400,000**

Three-eighths of the 4 percent state tax on certain dividends and interest income paid by taxpayers is remitted by the state to the Town in which the taxpayers live. Payment is made for all such taxpayers no later than the following July 31 based on taxes collected in the Town in the preceding fiscal year.



**Building Permits      \$367,200**

Revenue received from the issuance of building permits. The Town is authorized and empowered to enact laws or ordinances to safeguard and protect the homeowner or prospective homeowner, commercial property owner or assembly building property owner by requiring the licensing of the residential, commercial or assembly builders and contractors.



Most revenues in other funds originate from the General Fund. Monies are transferred each year from the General Fund to the State Street Aid, Capital Investment Program (CIP) and Equipment Funds to offset expenses. The State Gasoline and Motor Fuel Taxes collected from the State are based on the population within the Town, therefore the amounts only change as the State either increases the amount per capita or a census is performed.

## **Strategic Plan/Goals & Objectives**

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A written policy statement provides a standard of fiscally wise partnership and governmental accountability. Recognizing the importance of such a written policy, in work sessions with the Board of Mayor and Aldermen, the Town leadership has the following long-term goals and objectives for FY20.

### **VISION**

Farragut—redefining quality of life with a beautiful, close-knit, connected community where families and businesses thrive.

### **MISSION AND VALUES**

Farragut—an appealing and engaged community set apart by a **dedicated** team committed to **integrity, innovation, and friendly service**.

### **CRITICAL SUCCESS FACTORS**

- Providing Excellent Parks, Recreation, Cultural Amenities and Programs
- Building and Maintaining the Town's Infrastructure and Assets
- Enhancing the Town's Financial Position
- Regional Leadership and Collaboration
- Advancing a High-Quality Built Environment
- Supporting and Caring for a Committed Workforce
- Promoting a Convenient Retail and Services Destination



# *Town of Farragut Strategic Planning Framework*

## **Vision**

Farragut—redefining quality of life with a beautiful, close-knit, connected community where families and businesses thrive.

## **Mission and Values**

Farragut—an appealing and engaged community set apart by a dedicated team committed to integrity, innovation and friendly service.

## **Critical Success Factors**

### ***Providing Excellent Parks, Recreation, Cultural Amenities and Programs***

Farragut's expanded parks allow for a variety of experiences for visitors and residents. The Town provides events, programs and cultural activities that support tourism and enhance a sense of community. The Town's neighborhoods are connected by greenways and sidewalks to commercial activity hubs and parks.

#### **Top Priority Initiatives**

- Develop a detailed implementation plan for each phase of McFee Park development
- Develop plans for major volleyball sporting events to enhance sports tourism
- Develop programs and services to have a dynamic community center
- Develop a plan for future expansion of Mayor Bob Leonard Park

#### **High Priority Initiatives**

- Replace existing grass fields at McFee Park with turf
- Enhance sport field usage by developing tournament play at our facilities



### ***Building and Maintaining the Town's Infrastructure and Assets***

The Town of Farragut has established a safe transportation network for pedestrians, bicycles and automobiles. The stormwater system is reliable and well-maintained and the Town has the equipment it requires to meet the needs of a growing community. The Town's investment in technology, parks and buildings is cared for through proper maintenance and improvements.



#### **Top Priority Initiatives**

- Watt Road / Kingston Pike intersection improvements completed
- Continue assessment of the Town's stormwater infrastructure

#### **High Priority Initiatives**

- Finalize Union Road design and start purchasing of Right-of-Way
- Prioritize future greenway connections

### ***Enhancing the Town's Financial Position***

Strong fiscal leadership has enabled the Town to maintain its excellent financial position. Expanded retail opportunities and additional revenue sources will support important programs and services. The Town actively pursues grants and sponsorships to maintain and support programs and assets and sets goals, establishes benchmarks and utilizes best practices to fund priority initiatives.

### Top Priority Initiatives

- Establish a dedicated funding mechanism for tourism, marketing, and capital infrastructure investment
- Analyze and plan for future costs of Community Center, McFee Park, tourism, ADA compliance, and stormwater infrastructure improvements and maintenance

### High Priority Initiatives

- Develop a Hall Tax Phase-Out Impact Plan
- Expansion of tourism program to enhance economic impact to Farragut

### Regional Leadership and Collaboration

The Town of Farragut cultivates relationships with regional partners to ensure it is at the forefront of innovation, process and service delivery. The Town advocates for its interests and the future of the region by participating in decision making with other governmental and non-governmental entities.

### Top Priority Initiatives

- Advocate with the State Legislature to ensure future internet sales tax proceeds are remitted based on the seller's location (origin-based taxation)
- Establish a youth advisory council
- Establish a work-based learning application allowing businesses to connect with student interns

### Advancing a High-Quality Built Environment

The Town ensures a high-quality built environment through deliberate formal planning and community engagement, incentivizing innovation and promoting design before engineering.

### Top Priority Initiatives

- Expand opportunities to implement best practices for traffic calming and reduce vehicular speeds
- Update the Land Use Plan for the Outlet Drive and McFee Road corridors
- Update the Pedestrian & Bicycle Plan / Major Road Plan

### Supporting and Caring for a Committed Workforce

The Town recognizes that excellent service delivery happens through its dedicated and committed workforce. The Town is a model employer that attracts talent and provides competitive

compensation and benefits as well as ongoing training and professional development. The Town encourages innovation and cost saving and has appropriate staffing levels to meet growth and service level expectations.

### Top Priority Initiatives

- Implement ERP software in the field that will increase the efficiency of Town operations
- Perform a classification and compensation study to remain competitive for top quality personnel
- Reward our people and keep our people



### Promoting a Convenient Retail and Services Destination

Farragut is known for family entertainment venues, vibrant commercial centers, neighborhood activity hubs, high building maintenance standards and collaborating with strategic partners to promote business development. Farragut's Town Center is a result of a bold vision and effective public-private partnerships.

### Top Priority Initiatives

- Develop a strategy to create a unique downtown for Farragut
- Explore opportunities for development north of the interstate
- Implement a business and construction guidelines manual for new businesses in Farragut



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## Strategic Plan/Goals & Objectives

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### Introduction to FY 2020 Goals

In 2017, the Town of Farragut's Board of Mayor and Aldermen adopted a Strategic Plan which identifies a vision, mission, and critical success factors for the Town of Farragut.

Together, the vision, mission, and critical success factors provide important guidance and direction when administrators and staff establish goals and make plans each fiscal year.

This year the Town utilized a strategic planning and performance measurement framework to identify the most important results staff will work to bring about. Each goal is accompanied by one or more performance measures which help to track the town's progress toward achieving those results. Once adequate data is gathered about current performance, a target value will be selected to accompany each goal and performance measure in order to identify when a result has been achieved.

### Background on Performance Measurement

**Goals** describe the condition we want to observe or experience as a community. They represent the long-term intended outcome of all work, projects and initiatives on which the Town expends time, effort, and resources. Result-oriented language (in lieu of action-oriented language) is used in establishing our priorities in order to emphasize outcomes. We believe that by emphasizing outcomes we will choose projects and initiatives that most directly impact our intended results. Results are what we work to achieve.

**Performance Measures** describe the evidence we would observe that would convince us that the intended result is occurring. By tracking data that relates to performance measures, we are able to observe change over time and analyze whether our goals are being achieved. Performance measures help us track our progress.

**Targets** represents the data value we will observe in a performance measure when a result is achieved. In order to quantify progress toward an individual result, each performance measure is accompanied by a target value. In observing performance over time, it is important to understand the level of current performance before establishing a target value. Some results in the current strategic plan are new, and baseline data does not yet exist. Once baseline data is established for a given performance measure, a target value will be selected for a specific time frame. Targets make our goals measurable and our results tangible.

## **Human Resources Goals**

### **Critical Success Factor: Supporting and Caring for a Committed Workforce**

#### **1. The Town has appropriate staffing levels to meet growth and service level expectations**

##### **Goal: The staff turnover rate has reduced**

*Performance Measure(s):*

Staff Turnover Rate

*Projects:*

- Complete a compensation and classification study
- Recommend changes to position classifications, compensation plan, benefits as needed

##### **Goal: The number of worker's compensation claims has reduced**

*Performance Measure(s):*

OSHA 300/Workers Compensation Claims

*Projects:*

- Manage the Town's safety training program
- Apply for grants to provide staff with safety equipment

#### **2. The Town provides competitive benefits and compensation**

##### **Goal: The number of employees participating in the Town's wellness program has increased**

*Performance Measure(s):*

- a. Biometric Screening Participation
- b. Flu Shot Clinic Participation
- c. Wellness Program Tracking Sheet Submittals

##### **Goal: The number of employee recognition awards has increased**

*Performance Measure(s):*

Employee Recognition Awards

*Projects:*

- Complete a compensation and classification study
- Recommend changes to position classifications, compensation plan, benefits as needed
- Adopt a new performance evaluation system to be used by supervisors

### **3. The Town provides ongoing training and professional development**

**Goal: The number of hours of town-provided professional development training has increased**

*Performance Measure(s):*

Hours of Town Provided Training

*Projects:*

- Develop and Implement financial literacy training for employees
- Manage and implement the town's on-going training program for mandatory regulatory training

**Goal: The number of mid-year coaching sessions conducted by Department Directors has increased**

*Performance Measure(s):*

Mid-year Coaching Sessions

*Projects:*

- Develop and implement training for Supervisors
- Develop and implement a reporting process for coaching sessions conducted by supervisors

### **Engineering Goals**

**Critical Success Factor: Building & Maintaining the Town's Infrastructure and Assets**

#### **1. The Town of Farragut has established a safe transportation network for pedestrians, bicycles and automobiles.**

**Goal: The number of lane miles of arterial and collector streets that meet the Town's multi-modal design standards has increased.**

*Performance Measure (s):*

Built Multi-modal Facilities

*Projects:*

- Union Road Improvements
- Campbell Station/Snyder Road Intersection improvements
- Watt Road Pedestrian Crossing
- Grigsby Chapel Pedestrian Crossing
- Smith Rd. Sidewalk
- Virtue Rd. Improvements
- Kingston Pike/Watt Road Intersection
- Advanced Traffic Management System Signal Project Phase 2
- Virtue Road Design (FY2021)

## **2. The Town's stormwater system is reliable and well-maintained**

**Goal: Harmful microorganism concentrations in town streams has reduced.**

*Performance Measure(s):*

E. coli Concentration

*Projects:*

- Manage the stormwater quality monitoring program

**Goal: Aquatic Insect diversity in town streams has increased**

*Performance Measure(s):*

Benthic Organism Diversity

**Goal: The linear feet of improved stormwater pipes has increased**

*Performance Measure(s):*

Improved Stormwater Pipe

*Projects:*

- Stormwater Pipe Replacement Program
- Stormwater Mapping Project
- UT Stormwater Survey

**Critical Success Factor: Regional Leadership & Collaboration**

## **3. The Town of Farragut cultivates relationships with regional partners to ensure it is at the forefront of innovation, process, and service delivery**

**Goal: The Engineering Department's plan review process is completed in fewer days.**

*Performance Measure(s):*

Plan Review Process

*Projects:*

- Implement MyGovernment Online software
- Implement Bluebeam software
- Design and implement plan review master plan

Other Projects & Initiatives:

- Manage the Town's Traffic Calming Program

## Community Development Goals

### **Critical Success Factor: Building and Maintaining the Town's Infrastructure and Assets**

#### **1. The Town of Farragut has established a safe transportation network for pedestrians, bicycles and automobiles**

**Goal: The number of gaps in the Town's pedestrian connectivity network has reduced**

*Performance Measure(s):*

- a. Multi-Modal Gaps
- b. Planned Linear Miles of Multi-Modal Facility

*Projects:*

- Identify all existing gaps
- Prioritize gaps
- Update Major Road Plan
- Update Pedestrian & Bicycle Plan

### **Critical Success Factor: Promoting a Convenient Retail and Services Destination**

#### **2. Farragut is known for vibrant commercial centers**

**Goal: The proportion of available commercial tenant spaces occupied by a tenant has increased**

*Performance Measure(s):*

Commercial Occupancy Rate

*Projects:*

- Map commercial uses and occupancy
- Evaluate commercial districts according to revenue type
- Develop a process to encourage redevelopment of aging commercial centres and re-occupancy of vacant spaces
- Develop and implement a business and construction guidelines and best practices manual for new businesses in Farragut

### **Critical Success Factor: Advancing a High-Quality Built Environment**

#### **3. The Town ensures a high-quality built environment through deliberate formal planning**

**Goal: Projects approved by the Planning Commission have fewer conditions**

*Performance Measure(s):*

Average Conditions Per Project

**Goal: The percentage of projects with a pre-project meeting has increased**

*Performance Measure(s):*

Pre-project Meeting Rate

**Goal: The percentage of Fire/Building Code inspections that pass has increased**

*Performance Measure(s):*

Fire/Building Inspection Success Rate

**Goal: The number of business days to complete plan review has reduced**

*Performance Measure(s):*

Plan Review Cycle

**Goal: The Community Development Department/Town's Satisfaction Rating has increased**

*Performance Measure(s):*

Development Satisfaction Rating

**Goal: Solution Center projects are addressed in fewer business days**

*Performance Measure(s):*

Solution Center Time to First Response

*Projects:*

- Propose policy to Planning Commission to limit the number of conditions
- Update application materials and online information to clearly communicate plan submittal expectations
- Update online plan submittal workflow to require pre-project meeting with staff
- Implement requirement for Pre-project meeting with staff
- Determine best practices preparing for an inspection.
- Offer training to members of the development community
- Implement survey for projects completed in MGO
- Implement pre-project meetings
- Hold post-project meetings to gather additional feedback
- Design and implement a plan review master plan
- Periodically evaluate the workflow process and make adjustments as needed.

#### **4. The Town ensures a high-quality built environment through community engagement**

**Goal: The number of hours of training provided by the Town to the development community has increased.**

*Performance Measure(s):*

Town-provided Training

*Projects:*

- Develop and implement a training program for members of the development community.

#### **Other Projects & Initiatives:**

- Continue to implement elements of the CLUP (develop visioning objectives for priority areas)
- Promote and enhance the marketability of aging subdivisions
- Update different planning related documents (sign ordinance, telecommunications, subdivision regulations)

### **Parks & Recreation Goals**

**Critical Success Factor: Providing Excellent parks, recreation, cultural amenities and programs.**

#### **1. The Town provides events, programs and cultural activities that support tourism.**

**Goal: The number of engagements on the Town's Visit Farragut social media sites has increased.**

*Performance measure(s):*

- a. Visit Farragut Facebook engagements
- b. Visit Farragut Instagram engagements
- c. Visit Farragut YouTube engagements

*Projects:*

- Work with consultant on defining and refining definition of Farragut visitors
- Create Visit Farragut only social media platforms
- Prioritize obtaining video of events and facilities
- Engage in ad and boost campaigns and prioritize responses to social media
- Prioritize marketing of the Farragut Museum with an emphasis on Admiral Farragut Collection
- Coordinate a Visit Farragut tourism plan and begin implementation

**2. The Town provides events, programs and cultural activities that enhance a sense of community.**

**Goal: The number engagements on the Town's social media sites has increased**

*Performance measure(s):*

- a. Town Facebook engagements
- b. Town Instagram engagements
- c. Town Twitter engagements

*Projects:*

- Prioritize obtaining video of events, facilities, classes, programs, meetings, etc.
- Create 2020 Annual Report website
- Continue to create media releases, advisories, articles and e-newsletters
- Create parks & recreation website

**Goal: Fee producing indoor facilities are rented more hours**

*Performance measures:*

- a. Ballroom rental hours
- b. Classroom rental hours
- c. Gym rental hours

*Projects:*

- Recommend and implement a rental facility rate schedule
- Create a 360-degree tour of community center rental space for website
- Establish guidelines/regulations for community center rentals
- Research marketing opportunities for community center rentals and implement within budget

**Goal: Attendance at town-sponsored programs, special events and classes has increased.**

*Performance measure(s):*

- a. Program attendance
- b. Special event attendance
- c. Class attendance
- d. Athletics attendance

*Projects:*

- Coordinate major, minor and cooperative special events and prioritize partnerships for additional special events
- Create new program, class and athletic offerings for community center without duplicating local for-profit or non-profit efforts
- Evaluate current special events, programs and classes using a program assessment tool
- Coordinate anniversary events (3)
- Create operating manuals and best practices for the community center
- Expand opportunities for volunteers
- Expand Museum special events

### **3. Farragut's expanded parks allow for a variety of experiences for visitors and residents.**

**Goal: Fee producing park facilities are rented for a higher percentage of their available time blocks.**

*Performance measure(s):*

- a. Athletic field occupancy rate
- b. Pavilion occupancy rate

*Projects:*

- Complete renovation of Anchor Park
- Revamp policies for special event rentals at Founders Park
- Complete Parks and Recreation Master Plan update
- Dissolve adult softball league in favor of rental opportunities
- Complete construction documents and bid process for McFee Park Phase 3

#### **Other Projects & Initiatives:**

- Coordinate production of Town of Farragut history film
- Assist in coordination of construction of Campbell Station Inn Phase 3
- Assist in planning of additional greenway links
- Coordinate additional revenue producing programs: Adopt a Bench, Plant a Tree, Friends of the Museum
- Coordinate, with Knox County and City of Knoxville, a joint online park and greenway map
- Provide training for staff (16 hours for assistant level and 40 hours for professional level) and pursue CPRP certification
- Create parks & recreation website

### **Public Works Goals**

**Critical Success Factor: Building and Maintaining the Town's Infrastructure and Assets**

#### **1. The Town's investment in technology, parks and buildings is cared for through proper maintenance and improvements.**

**Goal: The number of business days required to complete the ROW mowing cycle has reduced.**

*Performance Measure(s):*

Right-of-way Mowing Cycle

*Projects:*

- Modify ROW mowing log to show start and end date of cycle.

**Goal: The number of business days required to complete the park maintenance cycle has reduced.**

*Performance Measure(s):*

Parks Maintenance Cycle

*Projects:*

- Modify Parks Maintenance log to reflect start and end date of cycle.

**Goal: The total cost for vehicle maintenance has reduced.**

*Performance Measure(s):*

Vehicle Maintenance Cost

*Projects:*

- Design tracking mechanism to separate in-house repair costs from outsourced repairs.
- Document the scheduling and tracking process in field manual.

**Goal: The number of calendar days required to complete park safety repairs has reduced.**

*Performance Measure(s):*

Park Safety Repairs.

Other Projects & Initiatives:

- Develop and Draft a Public Works field manual
- Develop and document a training program for new and continuing employees
- Conduct monthly safety and customer service training with employees
- Continue implementing the Town's Reflectivity Sign Replacement Program
- To help increase visual appeal and create theme areas, add trees and shrubs to certain informal areas of greenways and trails
  - Daffodils at Campbell Station Road
  - Daylilies at Outdoor Classroom and I-40/Campbell Station Road interchange
- Prepare bid specifications for a wood-chipper, three pick-up trucks, and all-terrain utility vehicle as part of the Capital Equipment Replacement Program
- Enhance the Christmas Tree Lighting experience
- Improve town facilities to comply with ADA regulations
- Assist with modifications and improvement plans to the Campbell Station Inn and develop a maintenance plan for the site and restroom facility
- Assist with renovation work at Anchor Park for the new restroom facility
- Evaluate and compare vendor pricing for cleaning supplies, and identify opportunities for savings

- Seek out and identify possible sidewalk and greenway connections to enhance the town's pedestrian network and walkability
- Reconstruct sand and stone holding facilities at Public Works Headquarters
- Develop and implement a cleaning and maintenance program for Farragut Community Center
- Install finish on bathroom floors at Mayor Bob Leonard Park
- Prepare bid specifications for Campbell Station Road Wall manage the project to completion
- Assist with replacement and improvements to town stormwater infrastructure
- Install sidewalk on Sugarwood Drive

## General Fund

	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
<b>BEGINNING FUND BALANCE</b>	<b>11,537,364</b>	<b>14,374,850</b>	<b>16,999,177</b>	<b>16,999,177</b>	<b>19,330,170</b>
	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>REVENUE</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimated</u></b>	<b><u>Approved</u></b>
Local Sales Tax	6,082,516	6,774,339	6,180,000	6,600,484	6,365,400
State Sales Tax	1,865,295	1,925,266	1,800,000	1,936,342	1,900,000
Hall Income Tax	1,143,490	1,091,836	400,000	955,913	400,000
Wholesale Beer, Liquor & Mixed Drink	1,408,064	1,384,611	1,165,000	1,257,122	1,150,000
Intergovernmental	699,002	703,310	651,400	713,524	650,000
Building Permits & Licenses	504,748	675,150	354,700	551,355	367,200
Recreation Fees	182,629	216,874	162,500	192,400	209,500
Traffic Enforcement Program & Fines	77,912	62,881	50,200	115,849	50,200
Rent	67,316	121,820	91,720	64,458	155,972
Miscellaneous	86,869	217,201	63,800	267,680	103,800
<b>Total Revenue</b>	<b>12,117,841</b>	<b>13,173,288</b>	<b>10,919,320</b>	<b>12,655,127</b>	<b>11,352,072</b>
	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>EXPENDITURES</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimated</u></b>	<b><u>Approved</u></b>
Legislative	58,413	43,269	55,700	46,151	57,450
Town Court	53,046	57,426	67,614	48,545	54,570
Administration	677,138	627,964	697,050	680,680	719,591
Human Resources	176,452	301,861	201,062	195,348	225,885
Information Technology	299,996	323,646	469,258	373,169	453,374
Engineering	613,348	618,771	733,070	683,120	681,702
Community Development	699,429	745,349	913,098	823,420	955,507
General Government	165,185	159,816	202,850	187,716	279,850
Parks & Recreation	963,880	1,018,879	1,154,512	1,112,759	1,179,891
Public Works	1,656,697	1,730,895	1,902,037	1,807,677	1,931,960
Non-Departmental	458,560	417,285	481,500	411,799	457,400
Community Center	0	0	0	72,000	312,008
Economic Development	109,958	153,800	134,000	131,750	127,000
<b>Total Expenditures</b>	<b>5,932,102</b>	<b>6,198,961</b>	<b>7,011,751</b>	<b>6,574,134</b>	<b>7,436,187</b>

	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimated</u></b>	<b><u>Approved</u></b>
Revenue over (under) expenditures	6,185,739	6,974,327	3,907,569	6,080,993	3,915,885
Total Transfers In	0	0	0	0	0
Total transfers out	-3,348,253	-4,350,000	-3,750,000	-3,750,000	-7,575,000
<b>Assigned Fund Balance</b>	<b>104,817</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unassigned Fund Balance</b>	<b>14,270,033</b>	<b>16,999,177</b>	<b>17,156,746</b>	<b>19,330,170</b>	<b>15,671,055</b>
<b>ENDING BALANCE</b>	<b>14,374,850</b>	<b>16,999,177</b>	<b>17,156,746</b>	<b>19,330,170</b>	<b>15,671,055</b>
 30% of Expenditure	 1,779,631	 1,859,688	 2,103,525	 1,972,240	 2,230,856
<b>AVAILABLE FUND BALANCE</b>	<b>12,490,402</b>	<b>15,139,489</b>	<b>15,053,221</b>	<b>17,357,930</b>	<b>13,440,199</b>

	REVENUES DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
31610	Local Sales Tax	6,082,516	6,774,339	6,180,000	6,600,484	6,365,400
31630	Knox County Office Leases	13,650	14,250	14,100	14,850	15,600
31631	Museum Revenue	0	5,397	0	0	0
31632	Gift Shop Revenue	0	3,666	0	0	0
31633	Solar Panel Rebate	1,943	1,793	1,000	1,300	1,000
31710	Wholesale Beer Tax	593,344	586,323	560,000	554,122	540,000
31720	Wholesale Liquor Tax	589,460	542,298	475,000	452,000	440,000
31912	Cable TV Franchise Tax	384,840	389,908	350,000	390,000	350,000
31980	Mixed Drink Tax	225,260	255,990	130,000	251,000	170,000
32210	Alcoholic Beverage License	19,430	20,830	13,000	19,130	13,000
32300	Business License	914	1,019	200	555	200
32610	Building Permits	406,298	525,358	300,000	465,315	310,000
32620	Fire Prevention Fees	2,883	7,588	4,000	8,529	5,000
32630	Special Events Permit	3,350	2,280	800	1,800	800
32650	Plans Review Fees	41,994	82,759	20,000	34,146	25,000
32660	Zoning/Sign Permits	18,125	16,275	10,000	19,850	12,500
32690	Drainage/Street Cuts	5,904	14,671	500	2,930	500
32700	Contractor License Fees	3,200	3,400	1,000	900	1,000
33200	Grant Receivable	29,450	1,150	0	2,680	0
33510	State Sales Tax	1,865,295	1,925,266	1,800,000	1,936,342	1,900,000
33511	Telecommunication Sales Tax	1,871	0	1,400	0	0
33520	State (Hall) Income Tax	1,143,490	1,091,836	400,000	955,913	400,000
33530	State Beer Tax	10,949	10,579	10,000	10,500	10,000
33553	State Gas Tax	45,490	45,689	40,000	45,024	40,000
33591	TVA Gross Receipts	255,852	257,134	250,000	268,000	250,000
34740	Recreation Fees-Class Reg	14,722	9,277	1,000	3,000	1,000
34742	Recreation Fees-Softball	17,245	10,883	15,000	9,000	9,000
34744	Recreation Fees-Volleyball	11,670	8,375	9,000	8,000	8,000
	Recreation Fees-Picnic					
34745	Shelters	29,700	30,145	25,000	25,000	25,000
	Recreation Fees-Community					
34746	Room	2,120	1,610	1,000	1,000	0
34747	Field Usage Fees	100,322	149,734	110,000	140,000	140,000
34748	Plant a Tree Program	3,350	2,750	1,000	1,400	1,000
34749	Adopt a Bench Program	3,500	4,100	500	5,000	500
34793	Community Center	0	0	0	0	25,000
35100	City Court Fines	1,263	799	200	1,849	200
35200	Stormwater Fees	0	3,250	0	0	0
35500	Miscellaneous	9,025	62,595	2,000	11,900	2,000
35501	Traffic Enforcement Program	76,649	62,082	50,000	114,000	50,000
35502	Telecommunications Fee	6,000	0	6,000	0	0

36190	Interest Earnings	43,101	140,320	60,000	250,000	100,000
	Rent-Crown Castle Fretz					
36220	#813278	15,698	54,307	16,152	18,900	16,872
36230	Rent-Crown Castle #802902	27,468	27,468	27,468	30,222	31,500
	Rent-Crown Castle Virtue					
36240	#877904 Little Turkey	21,264	22,209	34,000	22,000	22,000
36250	Rent-Dog Days	10,500	0	0	0	0
36260	Knox County Shared Cost	0	0	0	0	70,000
36330	Sale of Equipment	0	3,586	0	486	0
<b>Totals</b>		<b>12,139,105</b>	<b>13,173,288</b>	<b>10,919,320</b>	<b>12,655,127</b>	<b>11,352,072</b>

## Revenue Descriptions

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### **Local Option Sales Tax**

The current rate is 1.125% of total sales. Of the 1.125%, fifty percent goes to the Knox County schools. The county remits the remainder to the Town on a monthly basis.

### **Knox County office Lease**

Knox Co Clerk-5-year contract beginning October 2015; FY2016 \$1,100/month; FY2017 \$1,150/month; FY2018 \$1,200/month; FY2019 \$1,250; FY2020 \$1,300/month

### **Local Wholesale Beer Tax**

State authorized tax on wholesale sales of beer. Wholesale beer deliveries to retail outlets in a city or county are taxed at flat rate of \$35.60 per barrel sold. The tax is paid by each beer wholesaler directly to the city or county, and monthly reports on such sales are made to the state Department of Revenue and to each city and county. Of this tax, a wholesaler must remit \$.17 to the state for administration and retain \$.92 to defray the cost of collecting and remitting the tax. A city should check that tax payments are being received from beer wholesalers serving the area based on deliveries to all retail beer outlets in the city. If there is doubt about administration of the tax, an investigation by the Department of Revenue may be requested.

### **Local Wholesale Liquor Tax**

Depending on the size of the municipality's county, the municipality levies by ordinance five percent or eight percent inspection fee that is collected by the wholesalers from the retailer, within the town limits, during distribution. The wholesaler then retains five percent of the fee for performing the collection. The fee is five percent for the town since Knox County is greater than 60,000 in population.

### **Cable TV Franchise Fee**

Cable franchise fee levied by the municipality. Procedure and right to levy may be affected by federal law (Cable Communications Act of 1984). The Town's current fee is five percent.

### **Mixed Drink Tax**

In addition to a state privilege tax, the state levies a 15 percent gross receipts tax on all alcoholic beverages sold for consumption on the premises. T.C.A. § 57-4-301(c). The tax is earmarked for education and local government. Distributions to cities and counties depend on several factors, including which local governments operate their own school systems. T.C.A. § 57-4-306.

### **Alcoholic Beverage Licenses**

The Town levies license fees upon each person, firm, corporation, and general or limited partnership which is authorized to engage in the manufacture, distribution or sale at wholesale or retail, of alcoholic beverages within the Town. In addition, there is a \$100 privilege tax imposed by the Town on any business selling beer within the corporate limits of the Town. A privilege tax is also imposed on businesses selling wine and spirits at retail in the Town for on-premise consumption.

**Building Permits**

Revenue received from the issuance of building permits. The Town is authorized and empowered to enact laws or ordinances to safeguard and protect the homeowner or prospective homeowner, commercial property owner or assembly building property owner by requiring the licensing of the residential, commercial or assembly builders and contractors. Based on estimated cost of construction.

**Fire Prevention Permits**

Review of sprinkler system, alarm system, hood suppression system, fire pumps and related equipment, other suppression systems, private fire hydrants and underground fire services mains and standpipe systems. The sprinkler and alarm permits are \$0.02 per sq. ft. (\$100 minimum) and all remaining permits are \$50 per permit.

**Plans Review Fee**

Fee is one half of the calculated Building Permit Fee, which is to be paid at the time of plan submittal. One- and Two-family Dwellings are exempt.

**Zoning, Sign Permit**

Zoning Amendment Fees are collected when an application is submitted to amend the written text or zoning map of the Farragut Zoning Ordinance. Municipal Code Amended Fees are collected when an application is submitted to amend the written text of the Farragut Municipal Code. Sign Fees will be collected when an application is submitted for the erection of a sign.

**Drainage Permits, Street Cuts**

Drainage fee for new subdivision developments of \$30 per lot and \$0.02 per square foot of impervious area for new commercial developments.

**Contractor License Fee**

Plumbing/Mechanical licensing program

**State Sales Tax**

The state sales and use tax is 7 percent (except for food, on which the rate is 4 percent), plus an additional 2.75 percent on the portion of the purchase price of single articles subject to local sales taxes from \$1,600.01 through \$3,200. The 0.5 percent increase adopted in 1992 is earmarked for K-12 education. The 2002 increase from 6 percent to 7 percent on non-food items accrues to the state general fund. Cities receive 4.6030 percent of the remaining 5.5 percent state tax after deductions, including funds to support MTAS. A city's share is calculated by computing the city population as a portion of all city residents in the state. T.C.A. § 67-6-103.

**Telecommunication Sales Tax**

Shared tax on phone services

### **Hall Income Tax/State Income Tax**

State taxes levied on the earnings of stock dividends and interest on bonds earned by individuals, partnerships, associations, trusts and corporations. Earnings are taxed at 6 percent with 37.5 percent of the earnings going to the municipality in which the taxpayer resides. Recent legislation reduced the tax rate from 6% to 5% for tax years beginning January 1, 2016. It also provides that it is the legislative intent that the tax be reduced by 1% each year through enactments of legislation until the tax is eliminated in January 2022.

### **State Beer Tax**

The state levies a \$4.29 per barrel tax on the manufacture, sale, and transportation of beer. T.C. A. § 57-5-201. Cities are allocated 10.05 percent of this money on a per capita basis without regard to legal beer sales in the community. Another 10.05 percent of the revenue is allocated to counties. T.C.A. § 57-5-205. Payments are received by the Town on a semi-annual basis.

### **State Gasoline Inspection Fee**

This represents what is referred to as the Special Privilege Tax or the Petroleum Special Products Tax/Gas Inspection Fee and the export Tax. The Special Privilege Tax establishes a local government fund created by a tax of one cent per gallon on all petroleum products. The export tax is a tax of one-twentieth of a cent per gallon of petroleum product that is stored in Tennessee and then exported. If the special privilege tax has already been paid, then nineteen-twentieths of the Special Privilege Tax can be credited on the Export Tax return. The local share is distributed to municipalities monthly based on population.

### **TVA-Gross Receipts**

The Tennessee Valley Authority (TVA) pays 5 percent of gross power sales proceeds to the state in lieu of taxes. Counties and cities are allocated 48.5 percent of the increase in TVA payments made to the state above the amount received in the base year (fiscal year 1978). Counties receive 70 percent of this allocation, and cities receive 30 percent. Distribution to the city is based on population.

### **Recreation Fees-Class Registration**

Income from all classes (arts, crafts, adult learning and Day Camps). Income from this fee is highly subjective to use of the community room (where the majority of our programs are held) by outside sources such as Knox County for early voting.

### **Recreation-Softball**

Income from 2 Leagues (Men and Coed) in 2 seasons (spring and fall)

### **Recreation- Volleyball**

Income from 3 leagues (Rec, Intermediate and Competitive) in 2 seasons (spring & Summer)

### **Recreation-Picnic Shelters**

Shelters at three parks.

### **Recreation-Community Room Rental Fee**

Rental income from community room rentals to non-profit groups. Income from this fee is highly subjective to use of the community room (where the majority of our programs are held) by outside sources such as Knox County for early voting.

**Recreation-Field Usage Fee**

Usage fees for fields at Mayor Bob Leonard, Anchor and McFee Park. Income from this fee is highly subjective to the weather.

**Plant-a-Tree Program**

Program for tree donations.

**Adopt a Bench**

Program for bench donations

**City Court Revenue**

Court cost fees.

**Miscellaneous Revenue**

Copying fees, recorders request fees, mailing reimbursements.

**Traffic Enforcement Program**

Proceeds from traffic violations.

**Interest Earnings**

Interest earnings on moneys in the Town's TN Bank checking account.

**Rent-Crown Castle**

Lease with Crown Communications, Public Works site, commenced May 7, 2006 for a 5-year period and renewed for 5 additional years March 2011 and May 2016. One additional 5-year extension is available. The annual lease is \$21,264.

**Rent-Crown Communications #813278**

The lease, 731 Fretz Rd, was modified on June 11, 2015 and expires December 19, 2020. The lease calls for annual payments of 15,000 with an adjustment equal to 3% of the annual rent on each December 19<sup>th</sup>. The lease can be renewed for one ten (10) year period on December 19, 2020. Annual lease payments at that date increase to \$30,000 and are adjusted by 3% of the annual rental on each December 19<sup>th</sup>. The lease currently calls for monthly payments of \$1,326.

**Rent- Crown Communications #802902**

Crown Communications lease, 521 Virtue Road. The contract extension was executed May 2013. One (1) additional 5-year extension is available. Monthly payments are \$2,859 for the remaining term of the lease.

## **Legislative Department**

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The Board of Mayor and Aldermen, which consists of a mayor and four aldermen, serves as the governing body. The mayor is elected at-large and two aldermen are elected from each of two wards for a four-year term. Beginning in 2014, elected officials may serve no more than three terms total and no more than two terms in either office (mayor or alderman).

Ward I consist of residents on the north side of Kingston Pike while Ward II consists of residents on the south side of Kingston Pike. The Board of Mayor and Aldermen elects an alderman to the office of the vice mayor. The vice mayor serves as mayor when the mayor is absent, or there is a vacancy in the office of the mayor, until the next regular municipal election.

### **Eligibility**

To be eligible to hold the office of mayor, a person must reside within the Town of Farragut for at least one year preceding the election. To be eligible for the office of alderman, a person must reside within the desired ward for at least one year preceding the election.

### **Responsibilities**

The Board of Mayor and Aldermen adopts Town ordinances and policies, approves comprehensive planning and zoning requirements, approves annual budgets, approves Town contracts, and reviews capital improvement projects. The board is also responsible for the appointment of citizen committees, Town Administrator, Town Attorney, and Municipal Judge.

## Legislative Department

	LEGISLATIVE DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41100	<b>EXPENDITURES</b>					
221	Printing	261	278	200	250	250
230	Legal Notices	11,668	6,309	6,300	9,186	8,000
235	Dues/Subscriptions	11,338	8,349	9,750	9,750	9,750
280	Travel/Training	28,681	23,052	32,250	20,000	32,250
289	Local Travel	160	73	400	290	400
300	Supplies	142	138	300	175	300
323	Meeting Expenses	1,955	1,020	2,000	2,000	2,000
328	Education Program	4,208	4,050	4,500	4,500	4,500
	<b>Totals</b>	<b>58,413</b>	<b>43,269</b>	<b>55,700</b>	<b>46,151</b>	<b>57,450</b>

**Legislative 110-41100**

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<b>221 Printing</b>	<b>\$250</b>
Business Cards (5)	
<b>230 Legal Notices</b>	<b>\$8,000</b>
Publications in the local newspaper for Public Hearings and other notices	
<b>235 Dues, Subscriptions</b>	<b>\$9,750</b>
Town membership for TML	5,800
Town membership for NLC	1,900
East Tennessee Development District	2,000
National League of Cities, Women in Municipal Government	50
<b>280 Travel, Training</b>	<b>\$32,250</b>
TML Legislative Conference (5)	2,300
TML Annual Conference (5)	7,200
NLC Annual Conference (5)	14,000
NLC Committee Conferences (5)	6,250
ICSC Conference	2,500
<b>289 Local Travel</b>	<b>\$400</b>
<b>300 Supplies</b>	<b>\$300</b>
<b>323 Food for Meetings</b>	<b>\$2,000</b>
Food for workshops and retreats, committee appointment reception	
<b>328 Education Program</b>	<b>\$4,500</b>
Introduction to Farragut Program	

## **Town Court Department**

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Municipal court is held at the town hall by the Municipal Judge. Municipal court is in session not less than one (1) day per month as may be determined by the Municipal Judge and may be in session more frequently if needed. The office of Municipal Judge is filled by a resolution of appointment by the Board of Mayor and Aldermen. Any person appointed to the office of Municipal Judge shall hold a baccalaureate degree from an accredited college or university, shall be at least thirty (30) years of age, and have been a resident of the town for a period of one (1) year preceding election to office.

The Town of Farragut's Traffic Enforcement Program was established in 2009 and four intersections were selected due to the high traffic volume and number of red-light violations. A part-time officer manages the enforcement program.

Traffic enforcement is active at the following intersections:

- Kingston Pike eastbound at Concord Road and Concord Road northbound at Kingston Pike
- Kingston Pike eastbound at Campbell Station Road and Campbell Station Road southbound at Kingston Park
- Kingston Pike westbound at Smith Road and Smith Road southbound at Kingston Pike
- Campbell Station Road northbound and southbound at Parkside Drive / Grigsby Chapel Road

## Town Court Department

		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
	TOWN COURT DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41210	<b>EXPENDITURES</b>					
110	Salaries	700	600	2,400	800	2,400
111	Regular Employee Wages	1,562	1,550	5,000	2,000	5,000
119	Traffic Enforcement Program	46,981	50,278	52,510	40,060	41,600
141	Social Security & Medicare Tax	3,778	4,037	4,399	3,680	3,565
146	Workers Comp Insurance	0	0	1,805	1,805	1,805
	<b>Total Personnel</b>	53,021	56,465	66,114	48,345	54,370
235	Dues & Subscriptions	25	961	1,000	100	100
300	Supplies	0	0	500	100	100
	<b>Total Operating Expenditures</b>	25	961	1,500	200	200
	<b>Total Court Expenditures</b>	<b>53,046</b>	<b>57,426</b>	<b>67,614</b>	<b>48,545</b>	<b>54,570</b>

**Town Court****Personnel Detail**

<b>Acct Code</b>	<b>Description</b>	<b>Budget</b>		<b>Estimated</b>		<b>Approved</b>	
		<b>FY2017-18</b>		<b>FY2018-19</b>		<b>FY2019-20</b>	
110	<b>Salaries</b>						
	Municipal Judge	1.0	2,400	1.0	800	1.0	2,400
	<b>Total Salaries</b>	<b>1.0</b>	<b>2,400</b>	<b>1.0</b>	<b>800</b>	<b>1.0</b>	<b>2,400</b>
121	<b>Regular Wages</b>						
	Court Officer	1.0	5,000	1.0	2,000	1.0	5,000
	Traffic Enforcement Program	1.0	51,480	1.0	40,060	1.0	41,600
	<b>Total Regular Wages</b>	<b>2.0</b>	<b>56,480</b>	<b>2.0</b>	<b>42,060</b>	<b>2.0</b>	<b>46,600</b>
	<b>Benefits</b>						
	Social Security & Medicare						
141	Tax		4,321		3,680		3,565
146	Workers Comp Insurance		1,805		1,805		1,805
	<b>Total Benefits</b>	<b>6,126</b>		<b>5,485</b>		<b>5,370</b>	
152	Merit Adjustment		1,108		0		0
	<b>Total Personnel</b>	<b>3.0</b>	<b>66,114</b>	<b>3.0</b>	<b>48,345</b>	<b>3.0</b>	<b>54,370</b>

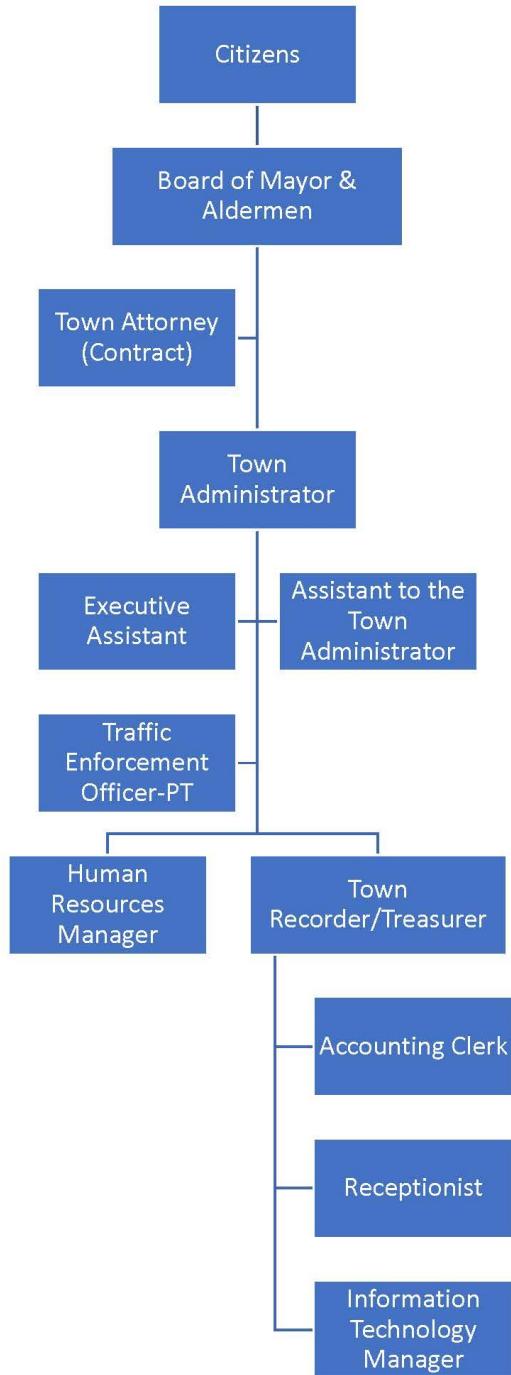
**Town Court 110-41210**

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<b>235 Dues &amp; Subscriptions</b>	<b>\$100</b>
<b>300 Supplies</b>	<b>\$100</b>

## Administration Department

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## Administration Department

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The Town Administrator is appointed by the Board of Mayor and Aldermen as the Chief Administrative Officer and is responsible for the supervision and coordination of all Town services and projects. This includes the preparation of annual budgets, financial management of Town revenues and expenditures, recommendations and updates to the board on Town services and projects, implementation of board policies, and enforcement of Town ordinances.

The Administration Department is responsible for serving as staff support for the Board of Mayor and Aldermen and the Knox County Schools Education Relations Committee. Services provided by the department include:

- Budget Administration and Financial Management - The fiscal year cycle is July 1 through June 30.
- E-Government – The Town currently provides many services electronically through the website.
- Citizen Request Program - The Town offers Farragut citizens a unique program that encourages suggestions or requests about all Town services, from streets to parks. Citizen requests can be made online through the Town's website 24 hours/day, by phone or in person between 8 a.m. and 5 p.m.
- Personnel - Openings are filled as needed and are often advertised in the Sunday employment section of the *Knoxville News Sentinel* and on the Town's website.
- Town Ordinances – The *Farragut Municipal Code* is updated annually and can be accessed and downloaded through the Town's website.
- Alcoholic Beverages Retailer's License – A license is required for the sale of beer and/or liquor in the State of Tennessee and within the Town limits.
- Public Records - All public records are stored, maintained and distributed in accordance with state law. Public records requests can be made by submitting a request using the forms provided on the Town's website.

## Administration Department

	ADMINISTRATION DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		Actual	Actual	Budget	Estimated	Approved
41340						
110	Salaries	327,410	255,972	285,472	276,934	289,091
111	Regular Employee Wages	112,355	123,586	118,643	118,643	123,427
123	Overtime Wages	5,614	5,682	5,500	5,800	5,800
129	Temporary Employee Wages	488	2,170	10,000	2,000	5,000
141	FICA Tax	18,904	19,425	19,685	19,685	20,368
142	Health Insurance	72,796	63,557	86,639	86,566	91,405
143	Retirement	45,395	37,049	35,343	35,204	35,201
145	Life Insurance	1,932	1,739	1,983	2,050	2,035
146	Workers Comp Insurance	1,873	1,500	1,900	2,400	2,000
148	Long Term Disability Insurance	1,914	2,305	2,065	1,800	1,788
150	Benefit Disbursement	1,500	1,500	3,200	2,848	3,200
152	Merit Adjustment	9,939	15,234	18,350	18,350	18,706
	<b>Total Personnel</b>	<b>600,120</b>	<b>529,719</b>	<b>588,780</b>	<b>572,280</b>	<b>598,021</b>
221	Advertising/Printing	6,638	2,706	8,200	6,200	8,200
235	Dues/Subscriptions	7,546	4,925	6,520	6,500	6,520
253	Auditing Services	13,900	14,350	15,000	14,850	15,000
254	Professional Services	12,965	35,983	40,000	40,000	40,000
256	Census	0	0	0	0	10,000
280	Travel, Training	14,181	19,669	19,070	19,000	19,070
282	Auto Allowance	6,951	4,500	3,600	3,600	3,600
289	Local Travel	443	407	480	400	480
300	Office Supplies	1,862	467	2,300	1,800	2,300
311	Books and Education Material	706	1,027	2,000	1,600	2,000
326	Clothing & Uniforms	18	248	500	400	500
514	Surety Bonds	1,421	1,269	1,600	1,400	1,600
555	Bank Service Charge	1,977	2,484	1,000	1,400	300
557	Credit Card Process Fee	8,410	10,210	8,000	11,250	12,000
	<b>Total Operating Expenditures</b>	<b>77,018</b>	<b>98,245</b>	<b>108,270</b>	<b>108,400</b>	<b>121,570</b>
	<b>Total Administration Expenditures</b>	<b>677,138</b>	<b>627,964</b>	<b>697,050</b>	<b>680,680</b>	<b>719,591</b>

## Administration Department

## Personnel Detail

Acct Code	Description	Budget FY2017-18	Estimated FY2018-19	Approved FY2019-20
110	<b>Salaries</b>			
	Town Administrator	1.0 130,402	1.0 133,010	1.0 138,330
	Assistant to Town Administrator	1.0 112,484	1.0 48,462	1.0 54,600
	Town Recorder	1.0 86,805	1.0 92,462	1.0 96,161
	<b>Total Salaries</b>	<b>3.0 329,691</b>	<b>3.0 273,934</b>	<b>3.0 289,091</b>
121	<b>Regular Wages</b>			
	Administrative Assistant	3.0 113,365	3.0 118,643	3.0 123,427
	<b>Total</b>	<b>3.0 113,365</b>	<b>3.0 118,643</b>	<b>3.0 123,427</b>
	<b>Benefits</b>			
141	Medicare Tax	19,864	19,685	20,368
142	Health Insurance	83,827	86,566	91,405
143	Retirement	45,298	35,204	35,201
145	Life Insurance	1,885	2,050	2,035
146	Workers Comp Insurance	1,875	2,400	2,000
148	Long Term Disability Insurance	1,837	1,800	1,788
151	COLA	10,156	0	0
	<b>Total Benefits</b>	<b>164,742</b>	<b>147,705</b>	<b>152,797</b>
152	Merit Adjustment	15,234	18,350	18,706
	<b>Other Compensation</b>			
	Benefit Adjustment	3,200	2,848	3,200
123	Overtime	5,500	5,800	5,800
129	Temporary Employee Wages	16,500	5,000	5,000
	<b>Total Other Compensation</b>	<b>25,200</b>	<b>13,648</b>	<b>14,000</b>
	<b>Total Personnel</b>	<b>6.0 648,232</b>	<b>6.0 572,280</b>	<b>6.0 598,021</b>

## Administration 110-41340

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<b>221 Printing</b>	<b>\$8,200</b>
Business Cards	200
Budget/CAFR	3,000
Advertising	5,000
<b>235 Dues/Subscriptions</b>	<b>\$6,520</b>
International City Managers Association (2)	1,800
Tennessee Government Finance Officers Association	25
International Institute of Municipal Clerks	345
American Planning Association & AICP	525
TN Association of Municipal Clerks & Recorders (2)	140
Government Finance Officers Association (2)	380
Costco	70
ASCAP (Music License)	665
TN City Managers Association (2)	600
Government Finance Officers Association-CAFR	470
Survey Monkey	200
ICSC Dues (5)	300
Rotary	1,000
<b>253 Auditing Services</b>	<b>\$15,000</b>
Audit Contract	
<b>254 Professional Services</b>	<b>\$40,000</b>
Strategic Planning	15,000
Legislative Consultant	25,000
<b>256 Census</b>	<b>\$10,000</b>
<b>280 Travel/Training</b>	<b>\$19,070</b>
ICMA	2,500
TN Municipal League Conference (Annual & Legislative)	2,420
International Institute of Municipal Clerks	2,200
Certified Municipal Finance Officer Program Training	1,800
TN Association of Municipal Clerks & Recorders (2)	3,500
Kramer Rayson Legal Issues Seminar	150
National League of Cities	2,000
ICSC Conference	2,500
TCMA	2,000
<b>282 Employee Automobile Allowance</b>	<b>\$3,600</b>
Town Administrator automobile allowance.	

<b>289 Local Travel</b>		<b>\$480</b>
Mileage for local travel		
<b>300 Supplies</b>		<b>\$2,300</b>
Supplies for committees		
<b>311 Books/Educational Materials</b>		<b>\$2,000</b>
Miscellaneous books, TCA publications	1,000	
Public Education and Outreach	1,000	
<b>326 Clothing &amp; Uniforms</b>		<b>\$500</b>
<b>514 Surety Bonds</b>		<b>\$1,600</b>
Town Administrator and Recorder bonds; notary fees		
<b>555 Bank Services Charges</b>		<b>\$300</b>
Safe deposit boxes (5); check printing; bank admin fees		
<b>557 Credit Card Processing Fee</b>		<b>\$12,000</b>

## Human Resources Department

## FY20 Goals & Objectives

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### **Critical Success Factor: Supporting and Caring for a Committed Workforce**

#### **1. The Town has appropriate staffing levels to meet growth and service level expectations**

**Goal: The staff turnover rate has reduced**

*Performance Measure(s):*

Staff Turnover Rate

*Projects:*

- Complete a compensation and classification study
- Recommend changes to position classifications, compensation plan, benefits as needed

**Goal: The number of worker's compensation claims has reduced**

*Performance Measure(s):*

OSHA 300/Workers Compensation Claims

*Projects:*

- Manage the Town's safety training program
- Apply for grants to provide staff with safety equipment

#### **2. The Town provides competitive benefits and compensation**

**Goal: The number of employees participating in the Town's wellness program has increased**

*Performance Measure(s):*

- a. Biometric Screening Participation
- b. Flu Shot Clinic Participation
- c. Wellness Program Tracking Sheet Submittals

**Goal: The number of employee recognition awards has increased**

*Performance Measure(s):*

Employee Recognition Awards

*Projects:*

- Complete a compensation and classification study
- Recommend changes to position classifications, compensation plan, benefits as needed
- Adopt a new performance evaluation system to be used by supervisors

#### **3. The Town provides ongoing training and professional development**

**Goal: The number of hours of town-provided professional development training has increased**

*Performance Measure(s):*

Hours of Town Provided Training

*Projects:*

- Develop and Implement financial literacy training for employees
- Manage and implement the town's ongoing training program for mandatory regulatory training

**Goal: The number of mid-year coaching sessions conducted by Department Directors has increased**

*Performance Measure(s):*

Mid-year Coaching Sessions

*Projects:*

- Develop and implement training for Supervisors
- Develop and implement a reporting process for coaching sessions conducted by supervisors

## Human Resources

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		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
HUMAN RESOURCES DESCRIPTION		Actual	Actual	Budget	Estimated	Approved
41990	<b>EXPENDITURES</b>					
110	Salaries	71,326	76,340	82,480	81,959	85,779
141	Medicare Tax	6,191	6,976	6,310	6,500	6,562
142	Health Insurance	5,518	3,374	7,121	7,068	7,482
143	Retirement	4,409	4,737	6,598	6,838	6,862
145	Life Insurance	336	280	323	427	428
146	Workers Comp Insurance	348	348	350	425	425
148	Long Term Disability Insurance	334	322	363	363	363
152	Merit Adjustment	2,156	2,612	3,815	3,815	3,968
<b>Total Personnel</b>		<b>90,618</b>	<b>94,989</b>	<b>107,360</b>	<b>107,395</b>	<b>111,870</b>
133	Employee Recognition	18,548	18,709	18,550	18,400	19,050
134	HRA Benefit	31,952	10,924	20,000	15,000	20,000
214	Employee Services	2,034	2,861	2,087	2,500	2,500
221	Advertising/Printing	5,305	8,292	8,000	8,000	8,000
235	Dues & Subscriptions	418	529	565	553	565
254	Professional Services	20,170	160,252	38,000	38,000	55,900
280	Travel, Training	2,987	2,912	4,000	3,500	5,500
283	Wellness & Employee Training	4,420	2,393	2,500	2,000	2,500
<b>Total Operating Expenditures</b>		<b>85,834</b>	<b>206,872</b>	<b>93,702</b>	<b>87,953</b>	<b>114,015</b>
<b>Total Human Resources</b>		<b>176,452</b>	<b>301,861</b>	<b>201,062</b>	<b>195,348</b>	<b>225,885</b>

## Human Resources

## Personnel Detail

Acct Code	Description	Budget <u>FY2017-18</u>	Estimated <u>FY2018-19</u>	Approved <u>FY2019-20</u>
110	<b>Salaries</b>			
	Human Resource Manager	1.0 76,623	1.0 81,959	1.0 85,779
	<b>Total Salaries</b>	<b>1.0 76,623</b>	<b>1.0 81,959</b>	<b>1.0 85,779</b>
	<b>Benefits</b>			
141	Medicare Tax	5,862	6,500	6,562
142	Health Insurance	6,897	7,068	7,482
143	Retirement	4,597	6,838	6,862
145	Life Insurance	350	427	428
146	Workers Comp Insurance	348	425	425
148	Long Term Disability Insurance	288	363	363
151	COLA	1,742	0	0
	<b>Total Benefits</b>	<b>20,084</b>	<b>21,621</b>	<b>22,123</b>
152	Merit Adjustment	2,612	3,815	3,968
	<b>Other Compensation</b>			
123	Overtime	0	0	0
	<b>Total Other Compensation</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Personnel</b>	<b>1.0 99,319</b>	<b>1.0 107,395</b>	<b>1.0 111,870</b>

## Human Resources 110-41990

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<b>133 Employee Recognition</b>	<b>\$19,050</b>
Service and performance awards, appreciation luncheon, Christmas Luncheon, etc.	
<b>134 HRA Benefit</b>	<b>\$20,000</b>
<b>214 Employee Services</b>	<b>\$2,500</b>
Employee Assistance Program, HRA, FSA	
<b>221 Advertising/Printing</b>	<b>\$8,000</b>
Advertising of position openings	7,950
Business Cards	50
<b>235 Dues &amp; Subscriptions</b>	<b>\$565</b>
American Society of Training & Development	90
TN Public Risk Management Association	50
TN Personnel Management Association	60
TN Valley Human Resources Association	45
Society of Human Resources Management	165
International Personnel Management Association	155
<b>254 Professional Services</b>	<b>\$55,900</b>
Pre-employment background checks & medical screening	8,300
Drug Screen Program	1,000
Retirement Pension Fees	11,600
Classification/Compensation Study	35,000
<b>280 Travel/Training</b>	<b>\$5,500</b>
State Risk Management Conference	1,000
Society of Human Resources Conference	1,600
Kramer Rayson Legal Issues Seminar	100
SHRM Conference	2,500
<b>283 Wellness &amp; Training Program</b>	<b>\$2,500</b>
Employee Training	2,500

## **Information Technology Services**

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Performs intermediate technical work managing the Town's geographical information system and configuring, installing and maintaining networks, providing technical support and training users, troubleshooting, repairing and maintaining computer software, hardware and office equipment, installing and upgrading information systems, and related work as apparent or assigned.

## Information Technology Services

	INFORMATION TECHNOLOGY SERVICES	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		Actual	Actual	Budget	Estimated	Approved
41640	<b>EXPENDITURES</b>					
111	Regular Employee Wages	35,595	63,838	68,357	68,039	71,092
141	Medicare	2,719	4,760	5,229	5,122	5,439
142	Health Insurance	13,700	19,019	19,382	19,416	20,497
143	Retirement	1,424	2,638	2,734	2,834	2,844
145	Life Insurance	134	161	330	371	371
146	Workers Comp Insurance	0	102	110	110	110
148	Long Term Disability Insurance	131	141	275	257	309
152	Merit Adjustment	0	2,120	3,053	3,053	3,175
	<b>Total Personnel</b>	<b>53,703</b>	<b>92,779</b>	<b>99,470</b>	<b>99,202</b>	<b>103,836</b>
235	Dues & Subscriptions	0	0	50	50	50
237	Audio/Visual Maintenance	3,146	1,136	2,500	1,900	2,500
239	GIS System	34,818	63,509	73,584	73,584	75,000
254	Professional Services	0	10,753	20,000	0	10,000
255	Data Processing Service	93,871	101,024	104,576	109,944	112,000
258	TOF Website Maintenance Tyler (Incode software)	8,674	11,696	11,600	12,326	12,000
267	Maintenance	14,743	16,599	13,000	13,510	13,510
268	Laserfiche	4,777	0	4,778	4,778	4,778
269	Municode	4,635	12,007	6,000	6,000	6,000
280	Travel/Training	1,318	0	3,000	2,300	4,000
289	Local Travel	0	0	200	75	200
944	Infrastructure Upgrades	52,990	0	0	0	0
945	Wi-Fi-Town Hall	8,983	0	1,000	0	0
947	Computer Equip/Software	18,338	14,143	129,500	49,500	109,500
	<b>Total Operating Expenditures</b>	<b>246,293</b>	<b>230,867</b>	<b>369,788</b>	<b>273,967</b>	<b>349,538</b>
	<b>Total Information Technology Services</b>	<b>299,996</b>	<b>323,646</b>	<b>469,258</b>	<b>373,169</b>	<b>453,374</b>

## Information Technology Services

## Personnel Detail

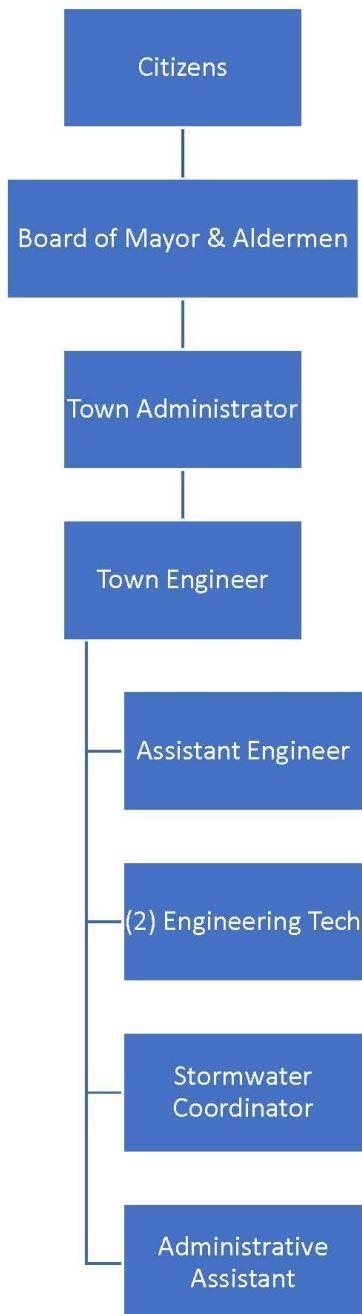
Acct Code	Description	Budget FY2017-18	Estimated FY2018-19	Approved FY2019-20
111	<b>Regular Employee Wages</b>			
	IT Manager	1.0 63,300	1.0 68,039	1.0 71,092
	<b>Total Salaries</b>	<b>1.0 63,300</b>	<b>1.0 68,039</b>	<b>1.0 71,092</b>
	<b>Benefits</b>			
141	Medicare Tax	4,842	5,122	5,439
142	Health Insurance	18,743	19,416	20,497
143	Retirement	2,532	2,834	2,844
145	Life Insurance	200	371	371
146	Workers Comp Insurance	102	110	110
148	Long Term Disability Insurance	154	257	309
151	COLA	1,413	0	0
	<b>Total Benefits</b>	<b>27,986</b>	<b>28,110</b>	<b>29,569</b>
152	Merit Adjustment	2,120	3,053	3,175
	<b>Other Compensation</b>			
123	Overtime	0	0	0
	<b>Total Other Compensation</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Personnel</b>	<b>1.0 93,406</b>	<b>1.0 99,202</b>	<b>1.0 103,836</b>

## Information Technology Services 110-41640

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<b>235 Dues &amp; Subscriptions</b>		<b>\$50</b>
TNGIC Membership	20	
ELGL Membership	30	
<b>237 Audio/Visual Maintenance</b>		<b>\$2,500</b>
Annual Maintenance contract for the Board room AV system	2,500	
<b>239 Geographic Information System (GIS)</b>		<b>\$75,000</b>
GIS Consulting Contract	42,500	
KGIS Licensing	26,600	
ESRI Licensing (2)	5,400	
ArcGIS Online Credits	500	
<b>254 Professional Services</b>		<b>\$10,000</b>
SharePoint Site Creation & Training		
<b>255 Data Processing Services</b>		<b>\$112,000</b>
Teklinks Networks-Secure Cloud Platinum	102,224	
Public Works to Main Site	3,576	
Teklinks Third Party Assistance	6,200	
<b>258 TOF Website Maintenance</b>		<b>\$12,000</b>
Website contract and maintenance		
<b>267 Tyler-(Incode Software) Maintenance</b>		<b>\$13,510</b>
Unlimited telephone, email, and online support; upgrade and product enhancement releases, W-2 printing		
<b>268 Laserfiche Maintenance</b>		<b>\$4,778</b>
<b>269 Municode</b>		<b>\$6,000</b>
Hosting of Municipal Code online and quarterly updates		
<b>280 Travel/Training</b>		<b>\$4,000</b>
<b>289 Local Travel</b>		<b>\$200</b>
<b>947 Computer Equipment/Software</b>		<b>\$109,500</b>
PC & Mobile Unit Replacement	15,000	
Archiving	5,000	
Upgrade Crestron Control Panels	4,000	
Online reservation payment system	5,000	
Corel Draw-Leisure Services	500	
ERP Software	80,000	

## Engineering Department



## Engineering Department

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The Engineering Department provides supervision and technical assistance to the Town on various projects and services relating to public facilities and serves as staff support to the Stormwater Advisory Committee. Services provided by the department include:

- Road Construction Projects – Supervision of consultants and contractors in the design and construction of roads, including right of way acquisition and utility coordination. Through the Technical Committee of the Knoxville Regional Transportation Planning Organization, the Town has received extensive federal funding for our major roadway projects, as well as many of our sidewalk and greenway projects.
- Park/Greenway Construction Projects – In cooperation with the Parks and Recreation Department, performs oversight of park and greenway improvements.
- Pavement Management – Supervision of resurfacing contracts, which includes the recommendation of streets to be resurfaced based upon thorough inspections. A resurfacing schedule is approved annually by the Board of Mayor and Aldermen.
- Review of Commercial Developments and Subdivision Plats – Review of site plans, subdivision plats and construction of public infrastructure such as subdivision streets and drainage systems to ensure compliance with the Town's engineering regulations.
- Stormwater Program - As an NPDES Phase II community, the Town is dedicated to improving water quality in our creeks.
- Traffic Management Program - Recommendations about safety improvements (i.e. traffic calming) within Farragut subdivisions upon request.

**Engineering Goals FY 2020**

**Critical Success Factor: Building & Maintaining the Town's Infrastructure and Assets**

**1. The Town of Farragut has established a safe transportation network for pedestrians, bicycles and automobiles.**

**Goal: The number of lane miles of arterial and collector streets that meet the Town's multi-modal design standards has increased.**

*Performance Measure(s):*

- a. Built Multi-modal Facilities

*Projects:*

- Union Road Improvements
- Campbell Station/Snyder Road Intersection improvements
- Watt Road Pedestrian Crossing
- Grigsby Chapel Pedestrian Crossing
- Smith Rd. Sidewalk
- Virtue Rd. Improvements
- Kingston Pike/Watt Road Intersection
- Advanced Traffic Management System Signal Project Phase 2
- Virtue Road Design (FY2021)

**2. The Town's stormwater system is reliable and well-maintained**

**Goal: Harmful microorganism concentrations in town streams has reduced.**

*Performance Measure(s):*

- a. E. coli Concentration

*Projects:*

- Manage the stormwater quality monitoring program

**Goal: Aquatic Insect diversity in town streams has increased**

*Performance Measure(s):*

- a. Benthic Organism Diversity

**Goal: The linear feet of improved stormwater pipes has increased**

*Performance Measure(s):*

- a. Improved Stormwater Pipe

*Projects:*

- Stormwater Pipe Replacement Program
- Stormwater Mapping Project
- UT Stormwater Survey

**Critical Success Factor: Regional Leadership & Collaboration**

**3. The Town of Farragut cultivates relationships with regional partners to ensure it is at the forefront of innovation, process, and service delivery**

**Goal: The Engineering Department's plan review process is completed in fewer days.**

*Performance Measure(s):*

- a. Plan Review Process

*Projects:*

- Implement MyGovernment Online software
- Implement Bluebeam software
- Design and implement plan review master plan

**Other Projects & Initiatives:**

Manage the Town's Traffic Calming Program

## Engineering Department

	ENGINEERING DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		Actual	Actual	Budget	Estimated	Approved
41670	<b>EXPENDITURES</b>					
110	Salaries	172,552	150,800	188,199	179,210	188,648
111	Regular Employee Wages	191,010	193,050	205,982	191,579	207,128
123	Overtime Wages	865	4,336	6,000	5,000	6,000
141	Medicare	29,326	27,737	27,487	27,483	27,483
142	Health Insurance	81,661	73,449	86,639	67,128	77,313
143	Retirement	27,070	27,435	30,223	27,456	27,457
145	Life Insurance	1,904	1,585	1,762	2,052	2,054
146	Workers Comp Insurance	4,848	4,500	4,750	4,750	4,750
148	Long Term Disability Insurance	1,679	1,695	1,806	1,756	1,718
150	Benefit Disbursement	8,488	5,567	8,400	8,764	8,800
152	Merit Adjustment	8,418	9,267	18,057	14,557	18,010
	<b>Total Personnel</b>	<b>527,821</b>	<b>499,421</b>	<b>579,305</b>	<b>529,735</b>	<b>569,362</b>
221	Printing	200	169	200	200	200
235	Dues/subscriptions	1,278	1,267	2,380	1,500	2,380
254	Professional Services	8,799	51,438	50,000	50,000	0
264	Traffic Signal Maintenance	28,506	30,419	45,000	43,000	45,000
272	Traffic Signal Timing	1,919	0	4,000	10,000	10,000
280	Travel/Training	1,389	217	5,000	2,500	5,000
282	Auto Allowance	3,476	3,600	3,600	3,600	3,600
289	Local Travel	102	144	1,000	200	1,000
300	Supplies	617	892	1,000	1,000	1,000
312	Small Tools and Equipment	763	147	1,000	800	1,000
313	Computer Equip/Software	0	189	1,500	800	1,500
326	Clothing/Uniforms	1,770	1,598	2,500	1,800	2,500
331	Gasoline	2,373	2,474	3,100	2,700	3,100
490	Storm Water Program/NPDES	34,759	26,796	32,485	32,485	34,060
947	Equipment	-424	0	1,000	2,800	2,000
	<b>Total Operating Expenditures</b>	<b>85,527</b>	<b>119,350</b>	<b>153,765</b>	<b>153,385</b>	<b>112,340</b>
	<b>Total Engineering</b>	<b>613,348</b>	<b>618,771</b>	<b>733,070</b>	<b>683,120</b>	<b>681,702</b>

Acct Code	Description	Budget FY2017-18	Estimated FY2018-19	Approved FY2019-20
110	<b>Salaries</b>			
	Town Engineer	1.0	109,019	1.0
	Assistant Town Engineer	1.0	68,584	1.0
	<b>Total Salaries</b>	<b>2.0</b>	<b>177,603</b>	<b>2.0</b>
121	<b>Regular Wages</b>			
	Engineering Technicians	3.0	157,540	3.0
	Administrative Assistant	1.0	41,579	1.0
	<b>Total</b>	<b>4.0</b>	<b>199,119</b>	<b>4.0</b>
	<b>Benefits</b>			
141	Medicare Tax		27,483	27,483
142	Health Insurance	83,827	67,128	77,313
143	Retirement	28,177	27,456	27,457
145	Life Insurance	1,810	2,052	2,054
146	Workers Comp Insurance	4,500	4,750	4,750
148	Long Term Disability Insurance	1,592	1,756	1,719
151	COLA	8,614	0	0
	<b>Total Benefits</b>	<b>154,793</b>	<b>130,625</b>	<b>140,776</b>
152	Merit Adjustment	12,921	14,557	18,010
	<b>Other Compensation</b>			
123	Overtime	6,000	5,000	6,000
	Benefit Adjustment	8,400	8,764	8,800
	<b>Total Other Compensation</b>	<b>14,400</b>	<b>13,764</b>	<b>14,800</b>
	<b>Total Personnel</b>	<b>6.0</b>	<b>558,836</b>	<b>6.0</b>

## Engineering 110-41670

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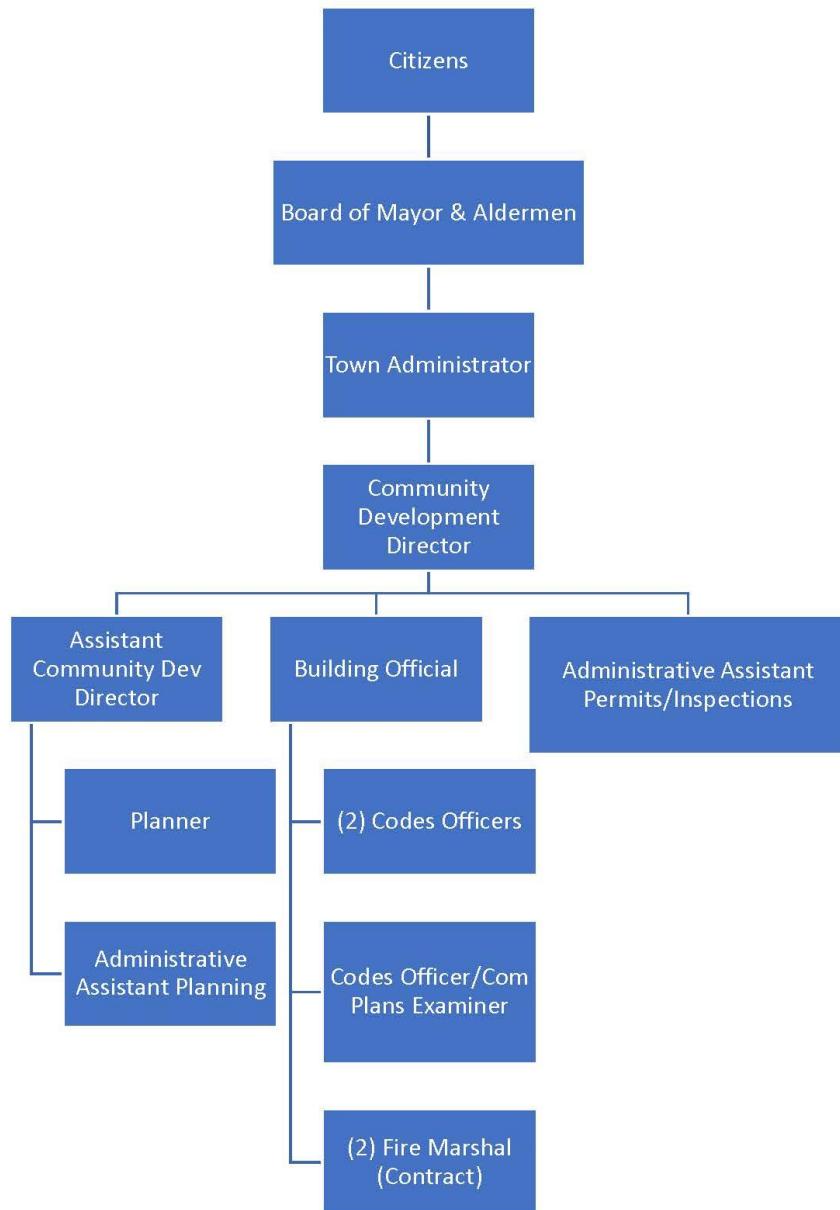
<b>221 Printing/Forms</b>		<b>\$200</b>
Business Cards		
<b>235 Dues, Subscriptions</b>		<b>\$2,380</b>
American Society of Civil Engineers (2)	460	
Institute of Traffic Engineers (2)	440	
Engineering News Record and Civil Engineering	400	
Professional Privilege Tax	800	
P.E. License registration (2)	280	
<b>264 Traffic Signal – Maintenance</b>		<b>\$45,000</b>
21 signals & 6 school & traffic flashers; contract and other repairs		
<b>272 Traffic Signal Timing</b>		<b>\$10,000</b>
Coordination of traffic signals based on changing needs within the Town.		
<b>280 Travel/Training</b>		<b>\$5,000</b>
Tennessee Chapter American Public Works Association	1,000	
ASCE Conference	1,000	
Engineering Seminars/Classes (15)	3,000	
<b>282 Employee Automobile Allowance</b>		<b>\$3,600</b>
Town Engineer		
<b>289 Local Travel</b>		<b>\$1,000</b>
Mileage for local travel	500	
AmeriCorps Mileage	500	
<b>300 Supplies</b>		<b>\$1,000</b>
Miscellaneous office, survey and plotter supplies.		
<b>312 Small Tools/Equipment</b>		<b>\$1,000</b>
Misc. field and survey tools		
<b>313 Computer Equipment/Software</b>		<b>\$1,500</b>
iPad data package		
<b>326 Clothing/Uniforms</b>		<b>\$2,500</b>
Uniforms	1,620	
Town Shirts	200	
Boots (4 employees)	680	
<b>331 Gasoline</b>		<b>\$3,100</b>
Four vehicles		
<b>490 Storm Water Program, NPDES</b>		<b>\$34,060</b>
Annual Small MS4 Fee/TDEC	3,460	

Tennessee Stormwater Association (TSA) Membership	300
TSA Annual Conference	800
Miscellaneous Seminars	1,000
Water Quality Forum Membership	3,000
General Supplies	2,000
Adopt a Stream Program	500
Event Sponsorship	1,500
Outdoor Classroom Community Projects	2,000
Water Quality Testing	5,000
AmeriCorps Service Membership	10,500
AmeriCorps Program Support/Training	750
AmeriCorps Relocation Allowance & Completion Award	500
AmeriCorps Mileage	750
General Projects	2,000

**947 Equipment** **\$2,000**  
 Misc. Survey Equipment

## Community Development Department

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## Community Development Department

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The Community Development Department is the combination of the planning and codes enforcement divisions with comprehensive services within both of these divisions provided to citizens, businesses, builders and developers. The department evaluates issues relative to development occurring within the Town. The planning staff is primarily responsible for administering the Zoning Ordinance, Subdivision Regulations and applicable sections of the Municipal Code. The Community Development staff also provides support to the Farragut Municipal Planning Commission (FMPC), Farragut Board of Zoning Appeals (BZA), Visual Resources Review Board (VRRB), Board of Plumbing and Gas/Mechanical Examiners and Municipal Court. Services provided by the department include:

### **Planning Division**

Requests are reviewed, background and supporting information is compiled, and recommendations are made as these requests are forwarded to the appropriate board or committee except where noted below:

- Review of Requests for Rezoning and Text Amendments to Land Use Related Documents - Recommendations are forwarded to FMPC and the Board of Mayor and Aldermen.
- Review of Text Amendments to the Sign Ordinance – Recommendations are forwarded to VRRB, FMPC and the Board of Mayor and Aldermen.
- Review of Requests for the Subdivision of Property - Concept plans, preliminary plats, final plats, resubdivision plats and plats of correction are reviewed for compliance with the Zoning Ordinance, Sign Ordinance, Tree Protection Ordinance, Aquatic Buffer Ordinance, Sinkhole Ordinance and Subdivision Regulations.
- Review of Site Plans for all Non-Single Family or Two-Family Residential uses such as Commercial, Office, Public, Semi-Public, Other Non-Residential Uses and Multi-Family Developments - Site plans are reviewed to ensure they are in compliance with Town requirements such as setbacks, open space,

maximum lot coverage, parking requirements, tree protection, fire protection, access and other Town requirements after which recommendations are forwarded to FMPC.

- Review of Residential Site Plans - Site plans are reviewed to ensure they are in compliance with Town setback requirements, maximum lot coverage requirements, access requirements and to ensure that easements are not violated.
- Review of Requests for Special Exceptions, Variances, Zoning Ordinance, Sign Ordinance and Sinkhole Ordinance Interpretations and Appeals - Requests are reviewed, background and supporting information is compiled, and recommendations are made to the BZA.
- Review of Sign Applications and Landscape Plans - Applications and plans are reviewed to ensure compliance with all Town requirements. Recommendations are made on applications for ground signs and landscape plans to the VRRB. The staff reviews and approves applications and plans for all wall signs.
- Preparation of Community Plans - Includes such plans as the pedestrian and bicycle plan, land use plan, community facilities plan, utility arboretum plan and other related documents.
- Enforcement of Sign Ordinance

## **Codes Enforcement Division**

- Review of All Commercial, Office and Residential Construction Plans - All commercial, office and residential construction plans are reviewed to ensure they meet minimum code requirements
- Permits - Various permits are required for all new construction and the vast majority of remodeling, both commercial and residential.
- Inspections - Codes officers' conduct the following inspections, by appointment: footers, slab/energy, plumbing slab, preliminary gas/mechanical and plumbing, framing, energy/insulation, final

gas/mechanical and final building for occupancy. Electrical inspections are performed by Lenoir City Utilities Board and must be scheduled by calling (865) 986-6591.

- Fire and Safety Inspections - Annual inspections of commercial buildings for fire and safety codes are conducted through a joint agreement between the Town and Rural/Metro Inc. New commercial plans are reviewed, and construction is inspected to ensure compliance with fire codes.
- Licensing for Plumbing and Gas/Mechanical Contractors - Application packets are available from the Farragut Codes Enforcement Division and require a review by the Board of Plumbing and Gas/Mechanical Examiners.

## Community Development

## FY20 Goals & Objectives

### **Critical Success Factor: Building and Maintaining the Town's Infrastructure and Assets**

#### **1. The Town of Farragut has established a safe transportation network for pedestrians, bicycles and automobiles**

**Goal:** The number of gaps in the Town's pedestrian connectivity network has reduced

*Performance Measure(s):*

- a. Multi-Modal Gaps
- b. Planned Linear Miles of Multi-Modal Facility

*Projects:*

- Identify all existing gaps
- Prioritize gaps
- Update Major Road Plan
- Update Pedestrian & Bicycle Plan

### **Critical Success Factor: Promoting a Convenient Retail and Services Destination**

#### **2. Farragut is known for vibrant commercial centers**

**Goal:** The proportion of available commercial tenant spaces occupied by a tenant has increased

*Performance Measure(s):*

- a. Commercial Occupancy Rate

*Projects:*

- Map commercial uses and occupancy
- Evaluate commercial districts according to revenue type
- Develop a process to encourage redevelopment of aging commercial

centres and re-occupancy of vacant spaces

- Develop and implement a business and construction guidelines and best practices manual for new businesses in Farragut

### **Critical Success Factor: Advancing a High-Quality Built Environment**

#### **3. The Town ensures a high-quality built environment through deliberate formal planning**

**Goal:** Projects approved by the Planning Commission have fewer conditions

*Performance Measure(s):*

- a. Average Conditions Per Project

**Goal:** The percentage of projects with a pre-project meeting has increased

*Performance Measure(s):*

- a. Pre-project Meeting Rate

**Goal:** The percentage of Fire/Building Code inspections that pass has increased

*Performance Measure(s):*

- a. Fire/Building Inspection Success Rate

**Goal:** The number of business days to complete plan review has reduced

*Performance Measure(s):*

Plan Review Cycle

**Goal: The Community Development Department/Town's Satisfaction Rating has increased**

*Performance Measure(s):*

Development Satisfaction Rating

**Goal: Solution Center projects are addressed in fewer business days**

*Performance Measure(s):*

Solution Center Time to First Response

*Projects:*

- Propose policy to Planning Commission to limit the number of conditions
- Update application materials and online information to clearly communicate plan submittal expectations
- Update online plan submittal workflow to require pre-project meeting with staff
- Implement requirement for Pre-project meeting with staff
- Determine best practices preparing for an inspection.
- Offer training to members of the development community
- Implement survey for projects completed in MGO
- Implement pre-project meetings
- Hold post-project meetings to gather additional feedback
- Design and implement a plan review master plan

- Periodically evaluate the workflow process and make adjustments as needed.

**4. The Town ensures a high-quality built environment through community engagement**

**Goal: The number of hours of training provided by the Town to the development community has increased.**

*Performance Measure(s):*

a. Town-provided Training

*Projects:*

- Develop and implement a training program for members of the development community.

**Other Projects & Initiatives:**

- Continue to implement elements of the CLUP (develop visioning objectives for priority areas)
- Promote and enhance the marketability of aging subdivisions
- Update different planning related documents (sign ordinance, telecommunications, subdivision regulations)

## Community Development Descriptions

	CD DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		Actual	Actual	Budget	Estimated	Approved
41700	<b>EXPENDITURES</b>					
110	Salaries	126,758	142,361	145,650	189,814	223,476
111	Regular Employee Wages	270,022	272,378	366,168	271,979	314,726
123	Overtime Wages	570	1,774	3,000	1,000	3,000
129	Temporary Wages	6,689	9,331	8,000	2,000	8,000
141	Medicare	28,195	33,014	37,175	36,739	39,104
142	Health Insurance	101,053	106,794	135,404	127,800	149,273
143	Retirement	36,124	32,655	34,830	34,609	36,451
145	Life Insurance	1,995	1,645	2,431	2,695	2,800
146	Workers Comp Insurance	7,724	6,500	6,800	7,900	7,900
148	Long Term Disability Insurance	1,810	1,938	2,480	2,289	2,338
150	Benefit Disbursement	3,953	3,951	8,468	2,171	4,000
152	Merit Adjustment	9,256	16,239	23,344	21,344	24,541
	<b>Total Personnel</b>	<b>594,149</b>	<b>628,580</b>	<b>773,750</b>	<b>700,340</b>	<b>815,609</b>
221	Advertising/Printing	4,665	3,652	5,000	3,000	5,000
230	Legal Notices	6,886	4,077	5,000	6,800	6,000
235	Dues/Subscriptions	1,277	1,507	1,880	1,880	1,880
254	Professional Services	66,315	68,513	94,168	80,000	86,918
280	Travel/Training	8,559	4,785	10,500	10,500	10,500
282	Employee Auto Allowance	3,614	3,600	3,600	3,600	3,600
289	Local Travel	0	0	200	200	200
300	Supplies	903	559	1,500	1,500	1,500
311	Books and Education Material	6,863	6,563	8,000	7,000	8,000
312	Small Tools/Equipment	945	4,765	2,500	2,000	8,850
326	Clothing/Uniforms	2,367	2,502	3,000	2,600	3,450
331	Gasoline	2,886	2,792	4,000	4,000	4,000
937	Office Renovations	0	13,454	0	0	0
	<b>Total Operating Expenditures</b>	<b>105,280</b>	<b>116,769</b>	<b>139,348</b>	<b>123,080</b>	<b>139,898</b>
	<b>Total Community Development</b>	<b>699,429</b>	<b>745,349</b>	<b>913,098</b>	<b>823,420</b>	<b>955,507</b>

## Community Development

## Personnel Detail

Acct Code	Description	Budget FY2017-18	Estimated FY2018-19	Approved FY2019-20
110	<b>Salaries</b>			
	Community Development			
	Director	1.0	78,286	1.0
	Assistant Development Director	1.0	58,939	1.0
	Building Official	0.0	0	1.0
	<b>Total Salaries</b>	<b>2.0</b>	<b>137,225</b>	<b>3.0</b>
	<b>189,814</b>	<b>3.0</b>	<b>223,476</b>	
121	<b>Regular Wages</b>			
	Building Official	1.0	49,620	0.0
	Planner I	1.0	36,218	1.0
	Codes Officers	3.0	173,847	3.0
	Administrative Assistant	2.0	96,907	2.0
	<b>Total</b>	<b>5.0</b>	<b>356,592</b>	<b>6.0</b>
			<b>271,979</b>	<b>6.0</b>
	<b>314,726</b>			
	<b>Benefits</b>			
141	Medicare Tax		34,860	36,739
142	Health Insurance		150,689	127,800
143	Retirement		38,575	34,609
145	Life Insurance		2,667	2,695
146	Workers Comp Insurance		6,500	7,900
148	Long Term Disability Insurance		2,219	2,289
151	COLA		11,340	0
	<b>Total Benefits</b>		<b>246,850</b>	<b>212,032</b>
				<b>237,866</b>
152	Merit Adjustment		17,011	21,344
				<b>24,541</b>
	<b>Other Compensation</b>			
123	Overtime		3,000	1,000
	Benefit Adjustment		8,468	2,171
129	Temporary Wages		10,000	2,000
	<b>Total Other Compensation</b>		<b>21,468</b>	<b>0</b>
			<b>0</b>	<b>5,171</b>
				<b>15,000</b>
	<b>Total Personnel</b>	<b>7.0</b>	<b>779,146</b>	<b>9.0</b>
			<b>700,340</b>	<b>9.0</b>
				<b>815,609</b>

## Community Development 110-41700

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<b>221 Advertising/Printing</b>	<b>\$5,000</b>
Inspection and permit forms, business cards, license, ADG Copies, etc.	
<b>230 Legal Notices</b>	<b>\$6,000</b>
Meeting notices in newspaper	
<b>235 Dues/Subscriptions</b>	<b>\$1,880</b>
Tennessee Building Officials Association	25
National Fire Protection Associations	175
East Tennessee Building Officials Association	125
International Code Council	135
American Planning Association	500
Tennessee Chapter American Planning Association	100
American Institute of Certified Planners	270
Smoky Mountain Regional Greenway Council	550
<b>254 Professional Services</b>	<b>\$86,918</b>
Fire Codes-Contract with Rural/Metro for Fire Marshal	74,418
Liens/Property Maintenance	10,000
Ordinance Updates	2,500
<b>280 Travel/Training</b>	<b>\$10,500</b>
TAPA conference	750
Webinars	1,000
ETBOA conference	1,500
Planning Commission and BZA Training	1,000
Planning - Winter Training Retreat	600
Quarterly KAPA Meetings	100
Monthly ETBOA Meetings	150
Miscellaneous Training (Computer, Customer Service, etc.)	1,200
Court Clerk Training	300
Building Official-Energy Code Continuing Ed, Certifications for Commercial Plumbing, Gas/Mechanical, Commercial Plans review	2,650
Certified Floodplain	250
Erosion Control Certification	375
AICP Environ. Pl. Certification (CEP)	625
<b>282 Employee Auto Allowance</b>	<b>\$3,600</b>
Director	
<b>289 Local Travel</b>	<b>\$200</b>
Mileage for local travel	

<b>300 Supplies</b>		<b>\$1,500</b>
Miscellaneous supplies, Calendars, Board members name blocks		
<b>311 Books and Educational Material</b>		<b>\$8,000</b>
WindoWare support services, Permit LV annual contract fee,		
training materials	5,000	
iPad Service	3,000	
<b>312 Small Tools/Equipment</b>		<b>\$8,850</b>
Equipment for inspectors, rezoning signs, flashlights, tape measures,		
plans storage, chairs, filing cabinet	750	
Equipment for additional employees	500	
Hardware for plans review & electronic transition	7,600	
Two plans review workstations \$5,500 total (43" monitor, 27"		
monitor, PC with upgraded graphics processor);		
Nine monitors (27 inch) \$1,350 (9x150);		
Three tablet mounts for the code officers' vehicles \$750 (3x250).		
<b>326 Clothing/Uniforms</b>		<b>\$3,450</b>
Employee Uniforms	2,600	
Boots for three inspectors	850	
<b>331 Gasoline</b>		<b>\$4,000</b>
Inspector vehicles (3), pool vehicle		

## **General Government**

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The General Government consists of resources used by the whole organization and the operation/maintenance of Town Hall. There are no personnel cost allocated to this department. The department budget includes items such as telephone, utilities, building maintenance and office supply expenditures for all Town operations.

## General Government

	GENERAL GOVERNMENT	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41800	<b>EXPENDITURES</b>					
132	First Aid Services	580	971	1,000	850	1,000
211	Postage	3,926	2,826	5,500	3,500	5,500
216	Radio Communications	3,744	2,500	5,000	3,800	5,000
219	Security System	1,495	3,723	3,750	2,500	3,750
240	Utilities	52,668	46,237	65,000	60,631	68,600
245	Telephone	36,524	43,444	43,300	44,500	45,000
260	Office Equip. Maintenance	0	1,183	2,000	1,000	2,000
266	Building Maintenance	40,846	34,147	43,300	40,000	43,000
294	Equipment Rental	12,260	11,724	17,000	15,392	20,000
310	Office Supplies	12,815	11,745	15,000	14,043	15,000
312	Small Tools/Equip	327	1,316	2,000	1,500	2,000
924	LED Lighting	0	0	0	0	0
945	Infrastructure and Equipment	0	0	0	0	69,000
<b>Total</b>		<b>165,185</b>	<b>159,816</b>	<b>202,850</b>	<b>187,716</b>	<b>279,850</b>

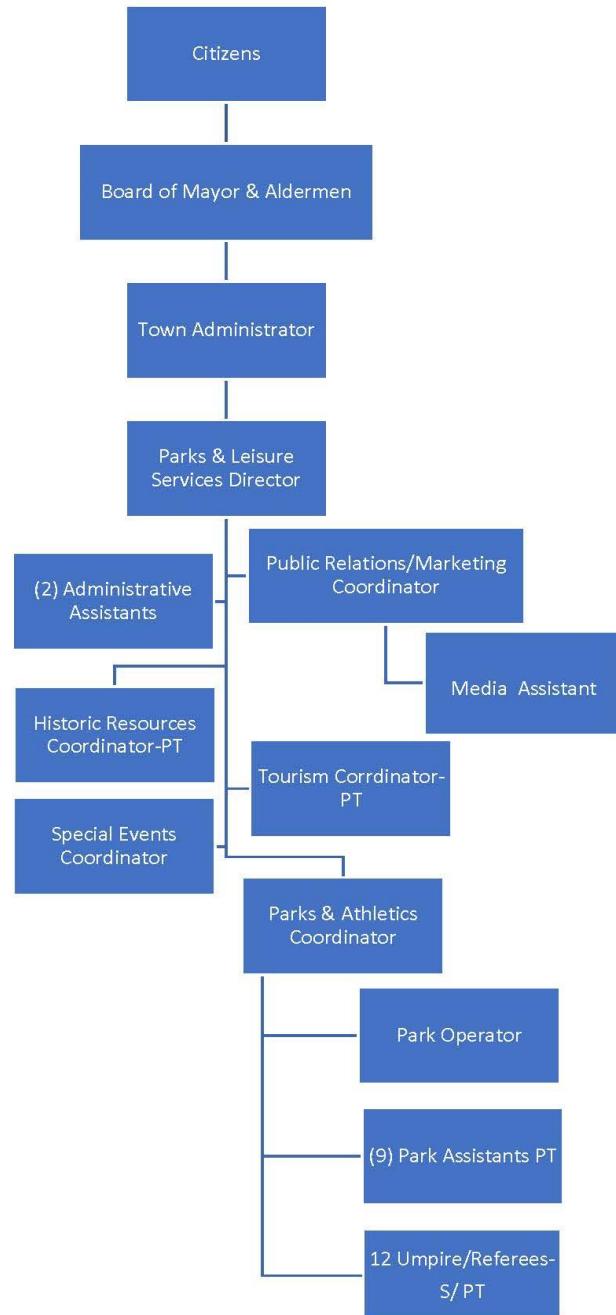
## General Government 110-41800

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<b>132 First Aid</b>		<b>\$1,000</b>
Supplies for all departments		
<b>211 Postage</b>		<b>\$5,500</b>
All mailings for the Town		
<b>216 Radio Communications</b>		<b>\$5,000</b>
KCSO/TEMA radio system link user fee	3,000	
Public Works narrow band radio maintenance user fee	2,000	
<b>219 Security System</b>		<b>\$3,750</b>
Life and Property Town Hall Monitoring	1,500	
TDS Internet-Cameras	1,100	
Protection One	1,150	
<b>240 Utilities</b>		<b>\$68,600</b>
Electric, gas, water/sewer for the Town Hall		
<b>245 Telephone</b>		<b>\$45,000</b>
Phone service/maintenance at Town Hall and services for all		
Town owned cell phones		
<b>260 Office Equipment Maintenance</b>		<b>\$2,000</b>
<b>266 Building Maintenance</b>		<b>\$43,000</b>
HVAC Maintenance	14,000	
Town Hall Supplies	15,500	
Irrigation System	500	
Elevator Maintenance	3,000	
Campbell Station Inn	5,000	
Town Hall Repairs	5,000	
<b>294 Equipment Rentals</b>		<b>\$20,000</b>
Pitney Bowes Postage Machine (\$302 Month)	3,700	
Oce Copier Rentals & Maintenance (5)	16,300	
<b>310 Office Supplies</b>		<b>\$15,000</b>
General supplies for all employees		
<b>312 Small Tools/Equipment</b>		<b>\$2,000</b>
<b>945 Infrastructure &amp; Equipment</b>		<b>\$69,000</b>
Phone System	45,000	
Access Control-Town Hall	18,000	
Cameras-Town Hall	6,000	

## Parks & Recreation Department

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## Parks & Recreation Department

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The Parks and Recreation Department provides a variety of programs and services, which were established to enhance the quality of life and increase community involvement for Farragut's citizens. Staff also serves as support for the Arts and Beautification Committee, Farragut Museum Committee, Farragut Tourism/Visitors Advisory Committee, Parks and Athletics Council and other ad-hoc committees. Services provided by the department include:

- Park and Greenway Management – Supervision of parks and greenways including facility planning, grant preparation, inspections, equipment orders and evening/weekend oversight and maintenance.
- Farragut Museum is a treasure chest of artifacts and photographs, which tell the history of the Farragut and Concord communities. One of the highlights of the museum is the Admiral David Glasgow Farragut collection.
- Athletics Including Adult Sand Volleyball
- Programs, Classes and Special Events
  - Adult Dance
  - Shamrock Ball
  - Book Fest for Children
  - Youth Fishing Rodeo
- Art and Flower Show
- Farragut Movers and Shakers Club (part of the national "Let's Move" Initiative)
- Independence Day Parade
- Fun with Farragut's Fleet
- Kids Day at the Museum
- Annual Free Putt Putt Day
- Picnic on the Pike
- Freaky Friday Fright Nite
- Celebrate the Season
- Array of fitness, art and adult educational classes, and lectures
- Facility Reservations
  - Farragut Park shelters, community room and athletic fields
- Citizen Involvement/Volunteer Coordination
- Public Relations

**Critical Success Factor: Providing Excellent parks, recreation, cultural amenities and programs.**

**1. The Town provides events, programs and cultural activities that support tourism.**

**Goal: The number of engagements on the Town's Visit Farragut social media sites has increased.**

*Performance measure(s):*

- a. Visit Farragut Facebook engagements
- b. Visit Farragut Instagram engagements
- c. Visit Farragut YouTube engagements

*Projects:*

- Work with consultant on defining and refining definition of Farragut visitors
- Create Visit Farragut only social media platforms
- Prioritize obtaining video of events and facilities
- Engage in ad and boost campaigns and prioritize responses to social media
- Prioritize marketing of the Farragut Museum with an emphasis on Admiral Farragut Collection
- Coordinate a Visit Farragut tourism plan and begin implementation

**2. The Town provides events, programs and cultural activities that enhance a sense of community.**

**Goal: The number engagements on the Town's social media sites has increased**

*Performance measure(s):*

- a. Town Facebook engagements
- b. Town Instagram engagements

- c. Town Twitter engagements

*Projects:*

- Prioritize obtaining video of events, facilities, classes, programs, meetings, etc.
- Create 2020 Annual Report website
- Continue to create media releases, advisories, articles and e-newsletters
- Create parks & recreation website

**Goal: Fee producing indoor facilities are rented more hours**

*Performance measures:*

- a. Ballroom rental hours
- b. Classroom rental hours
- c. Gym rental hours

*Projects:*

- Recommend and implement a rental facility rate schedule
- Create a 360-degree tour of community center rental space for website
- Establish guidelines/regulations for community center rentals
- Research marketing opportunities for community center rentals and implement within budget

**Goal: Attendance at town-sponsored programs, special events and classes has increased.**

*Performance measure(s):*

- a. Program attendance
- b. Special event attendance
- c. Class attendance
- d. Athletics attendance

Projects:

- Coordinate major, minor and cooperative special events and prioritize partnerships for additional special events
- Create new program, class and athletic offerings for community center without duplicating local for-profit or non-profit efforts
- Evaluate current special events, programs and classes using a program assessment tool
- Coordinate anniversary events (3)
- Create operating manuals and best practices for the community center
- Expand opportunities for volunteers
- Expand Museum special events

**3. Farragut's expanded parks allow for a variety of experiences for visitors and residents.**

**Goal: Fee producing park facilities are rented for a higher percentage of their available time blocks.**

*Performance measure(s):*

- a. Athletic field occupancy rate
- b. Pavilion occupancy rate

Projects:

- Complete renovation of Anchor Park
- Revamp policies for special event rentals at Founders Park
- Complete Parks and Recreation Master Plan update
- Dissolve adult softball league in favor of rental opportunities
- Complete construction documents and bid process for McFee Park Phase 3

**Other Projects & Initiatives:**

- Coordinate production of Town of Farragut history film
- Assist in coordination of construction of Campbell Station Inn Phase 3
- Assist in planning of additional greenway links
- Coordinate additional revenue producing programs: Adopt a Bench, Plant a Tree, Friends of the Museum
- Coordinate, with Knox County and City of Knoxville, a joint online park and greenway map
- Provide training for staff (16 hours for assistant level and 40 hours for professional level) and pursue CPRP certification
- Create parks & recreation website

## Parks and Recreation Department

	PARKS & RECREATION EXPENDITURES	FY2016-17 <u>Actual</u>	FY2017-18 <u>Actual</u>	FY2018-19 <u>Budget</u>	FY2018-19 <u>Estimated</u>	FY2019-20 <u>Approved</u>
41900						
110	Salaries	90,376	92,165	95,762	95,450	99,593
111	Regular Employee Wages	280,621	310,803	333,426	315,030	356,744
122	Seasonal Employee wages	56,359	51,653	80,000	80,000	87,200
123	Overtime Wages	5,548	9,469	9,000	9,000	9,000
141	FICA/Medicare	33,565	35,932	39,794	36,939	42,269
142	Health Insurance	104,918	110,937	124,633	115,118	128,776
143	Retirement	22,893	23,428	26,549	24,023	24,338
145	Life Insurance	1,804	1,669	1,783	1,960	2,073
146	Workers Comp Insurance	2,621	5,041	3,500	5,371	5,200
148	Long Term Disability Insurance	1,654	1,292	1,702	1,323	1,726
150	Benefit Disbursement	0	0	2,500	982	2,500
152	Merit Adjustment	10,085	14,839	21,513	19,213	20,651
	<b>Total Personnel</b>	<b>610,444</b>	<b>657,228</b>	<b>740,162</b>	<b>704,409</b>	<b>780,071</b>
221	Advertisement/Printing	24,749	22,655	33,000	33,000	37,750
231	Volunteer Program	7,524	11,267	14,000	14,000	14,000
232	Annual Report Education Reimbursement	16,892	17,043	0	0	0
234	Program	1,000	1,500	0	0	1,500
235	Dues/Subscriptions	3,065	1,910	2,650	2,650	4,370
236	Community Relations	1,719	1,043	6,500	6,500	11,500
240	Utilities	113,661	86,273	95,000	95,000	100,000
254	Professional Services	42,771	61,267	20,000	20,000	10,000
263	Arts & Beautification	9,938	7,872	11,000	5,000	10,500
280	Travel/Training	8,441	8,897	12,500	12,500	12,500
282	Automobile Allowance	3,614	3,600	3,600	3,600	3,600
300	Supplies	7,321	9,082	10,000	10,000	11,000
311	Books and Educ. Material	36	73	250	250	250
312	Small tools/equipment	7,400	7,817	10,000	10,000	10,000
319	Park Equipment	18,500	24,468	21,500	21,500	24,000
320	Splash Pad	0	0	15,350	15,350	20,350
326	Clothing/Uniforms	628	628	2,000	2,000	2,000
331	Gasoline	2,937	3,810	4,000	4,000	4,000
362	Programs	23,178	21,764	30,000	30,000	30,000
722	Farragut Museum Committee	5,442	4,769	6,000	6,000	6,000
723	General Museum	13,912	18,407	15,000	15,000	15,000
730	Tourism	0	0	40,000	40,000	40,000
937	Park Capital Equipment	40,708	45,855	62,000	62,000	31,500
	<b>Total Operating Expenditures</b>	<b>353,436</b>	<b>361,651</b>	<b>414,350</b>	<b>408,350</b>	<b>399,820</b>
	<b>Total Parks &amp; Recreation</b>	<b>963,880</b>	<b>1,018,879</b>	<b>1,154,512</b>	<b>1,112,759</b>	<b>1,179,891</b>

## Parks and Recreation Department

## Personnel Detail

Acct Code	Description	Budget FY2017-18	Estimated FY2018-19	Approved FY2019-20
110	<b>Salaries</b>			
	Parks & Leisure Services Director	1.0 92,954	1.0 95,450	1.0 99,593
	<b>Total Salaries</b>	<b>1.0 92,954</b>	<b>1.0 95,450</b>	<b>1.0 99,593</b>
121	<b>Regular Wages</b>			
	Athletic & Park Coordinator	1.0 42,952	1.0 49,109	1.0 51,085
	Public Relations Coordinator	1.0 49,005	1.0 51,002	1.0 53,040
	Special Event & Program Coordinator	1.0 44,934	1.0 40,500	1.0 42,120
	Museum Coordinator	1.0 45,276	1.0 34,057	1.0 32,383
	Administrative Assistant	2.0 74,598	2.0 72,638	2.0 78,040
	Park Operator	1.0 31,200	1.0 32,781	1.0 34,112
	Tourism Coordinator	0.0 0	1.0 34,943	1.0 34,944
	Media Assistant	0.0 0	0.0 0	1.0 31,020
	<b>Total</b>	<b>7.0 287,965</b>	<b>0 8.0</b>	<b>315,030</b>
122	<b>Seasonal Employee Wages</b>			
	Park Assistants	8.0 80,000	8.0 80,000	8.0 95,000
	<b>Total</b>	<b>8.0 80,000</b>	<b>8.0 80,000</b>	<b>8.0 95,000</b>
	<b>Benefits</b>			
141	Social Security & Medicare Tax	35,949	36,939	42,269
142	Health Insurance	109,467	115,118	128,776
143	Retirement	23,440	24,023	24,338
145	Life Insurance	1,814	1,960	2,073
146	Workers Comp Insurance	3,341	5,371	5,200
148	Long Term Disability Insurance	1,509	1,323	1,727
151	COLA	8,670	0	0
	<b>Total Benefits</b>	<b>184,190</b>	<b>184,734</b>	<b>204,383</b>
152	Merit Adjustment	16,450	19,213	20,651
	<b>Other Compensation</b>			
123	Overtime	9,000	9,000	9,000
	Benefit Adjustment	2,500	982	2,500
	<b>Total Other Compensation</b>	<b>11,500</b>	<b>9,982</b>	<b>11,500</b>
	<b>Total Personnel</b>	<b>15.0 673,059</b>	<b>15.0 704,409</b>	<b>15.0 787,871</b>

## Parks and Recreation 110-41900

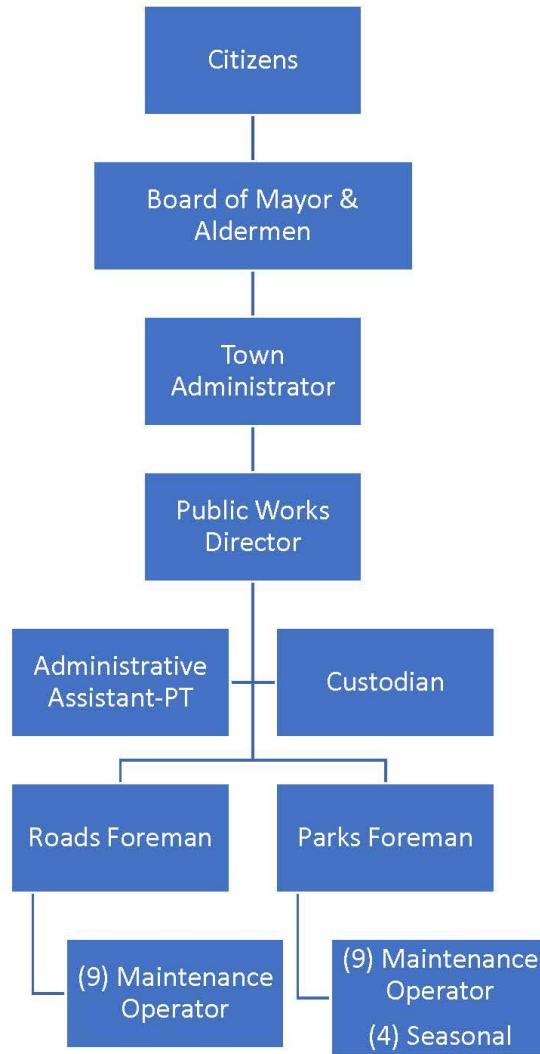
<b>221 Advertisement/Printing</b>	<b>\$37,750</b>
General advertising (non-tourism related), Talk of the Town, videos, business cards, constant contact, survey monkey, 2020 special census advertising	
<b>231 Volunteer Program</b>	<b>\$14,000</b>
Banquet, holiday breakfast, volunteer recognitions, supplies, flowers, cards	
<b>234 Educational Assistance</b>	<b>\$1,500</b>
<b>235 Dues/Subscriptions (not tourism or museum)</b>	<b>\$4,370</b>
National Recreation and Parks Association-Dues & Certifications	900
Tennessee Recreation Parks Association	700
Costco Membership	250
Kiwanis	200
APA Online	50
AED License/Updates	200
Musco Control Link Monitoring (Athletic Field Lights)	1,800
Survey Monkey	270
<b>236 Community Relations</b>	<b>\$11,500</b>
General giveaways, receptions and committee food, flowers, holiday cards, framing, 40 <sup>th</sup> anniversary celebration	
<b>240 Utilities</b>	<b>\$100,000</b>
Water, electric, irrigation, restrooms - all parks & Dimmick House, splash pad and Campbell Station Inn	
<b>254 Professional Services</b>	<b>\$10,000</b>
40 <sup>th</sup> anniversary film and non-tourism related services	
<b>263 Arts &amp; Beautification</b>	<b>\$10,500</b>
Beautification signs, plaques, town hall holiday decorations, Celebrate the Season, art shows, BookFest, photography show	
<b>280 Travel, Training</b>	<b>\$12,500</b>
American Red Cross (CPR, First Aid, AED)	300
National Recreation and Parks Association National Conference	2,500
Certified Playground Safety Instructor	1,000
Tennessee Recreation and Parks Association State Conference/District	4,500
TRPA Specialty Schools (Athletics, programming, etc.)	1,200
Public Relations & Marketing Training	1,200
One Day Training/Online (Management, customer service, social media)	1,200
Parking, Mileage	600

<b>282 Auto Allowance</b>	\$3,600
Parks & Recreation Director	
<b>300 Supplies</b>	\$11,000
Pet waste bags, first aid supplies (parks), invitations, specialty office supplies, adopt a mile bags, general athletic field supplies, laundry	
<b>311 Books/Education Materials</b>	\$250
<b>312 Small Tools &amp; Equipment</b>	\$10,000
Athletic tools & equipment; small park, greenway and adoption signs, office, event, athletics & program equipment, AED batteries	
<b>319 Park Equipment</b>	\$24,000
Park repairs	8,000
Park Benches/plates	6,000
Kiosks	2,000
Trash cans	2,000
Playground parks	4,500
Pet stations	1,500
<b>320 Splash Pad</b>	\$20,350
Permit	350
Supplies (chemicals, etc.)	3,500
Parts & replacement	8,500
Opening, closing & repairs	8,000
<b>326 Clothing/Uniforms</b>	\$2,000
PARD staff clothing & BMA	
<b>331 Gasoline</b>	\$4,000
3 vehicles	
<b>362 Programs</b>	\$30,000
Special events, programs and classes	18,000
Softball & volleyball leagues (not officials)	3,500
Plant-a-Tree, Adopt A Bench & fall tree planting	8,500
<b>722 Farragut Museum Committee</b>	\$6,000
Events, membership, oral histories	
<b>723 General Museum</b>	\$15,000
Memberships, travel & training, archival supplies, software, exhibit supplies, equipment	

<b>Tourism</b>	<b>\$40,000</b>
Dues	4,875
Advertising (state & local guides, interstate sign, social media, print ads, etc.)	3,125
Professional services & production	10,000
Travel & training	4,300
Web services, misc.	2,200
Print	10,000
Event	5,500
 <b>937 Park &amp; Recreation Facilities</b>	 <b>\$31,500</b>
Archival cases	5,000
Banner set	5,000
Park cameras	10,000
Turf Gmax testing/field update	4,500
Video equipment	5,000
AED cabinet	2,000

## Public Works Department

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## Public Works Department

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The Public Works Department provides various services relating to public facilities within the Town of Farragut. Services provided by the department include:

- Street Maintenance - Maintenance of designated streetlights, street signs, traffic signs and signals plus litter control, emergency patching, repair and reconstruction of curbing, string trimming and response to emergency situations.
- Park and Public Facility Maintenance - Includes maintenance of the Town's four parks, miles of greenways, Town Hall, public works facility and all other Town-owned properties.
- Seasonal Decorations – Includes holiday decorations and installation of street banners (five seasons).
- Snow Removal – Priority list of streets to be plowed is approved each year by the Board of Mayor and Aldermen.
- Rights of Way Mowing & Maintenance
- Drainage Projects - Public drainage projects which improve the capital investments and infrastructure of the Town. This is in addition to the drainage improvement program – a joint program in which citizens and the Town share in costs.

**Critical Success Factor: Building and Maintaining the Town's Infrastructure and Assets**

**1. The Town's investment in technology, parks and buildings is cared for through proper maintenance and improvements.**

**Goal: The number of business days required to complete the ROW mowing cycle has reduced.**

*Performance Measure(s):*

Right-of-way Mowing Cycle

*Projects:*

- Modify ROW mowing log to show start and end date of cycle.

**Goal: The number of business days required to complete the park maintenance cycle has reduced.**

*Performance Measure(s):*

Parks Maintenance Cycle

*Projects:*

- Modify Parks Maintenance log to reflect start and end date of cycle.

**Goal: The total cost for vehicle maintenance has reduced.**

*Performance Measure(s):*

Vehicle Maintenance Cost

*Projects:*

- Design tracking mechanism to separate in-house repair costs from outsourced repairs.
- Document the scheduling and tracking process in field manual.

**Goal: The number of calendar days required to complete park safety repairs are has reduced.**

*Performance Measure(s):*

Park Safety Repairs

*Other Projects & Initiatives:*

- Develop and Draft a Public Works field manual
- Develop and document a training program for new and continuing employees
- Conduct monthly safety and customer service training with employees
- Continue implementing the Town's Reflectivity Sign Replacement Program
- To help increase visual appeal and create theme areas, add trees and shrubs to certain informal areas of greenways and trails
  - Daffodils at Campbell Station Road
  - Daylilies at Outdoor Classroom and I-40/Campbell Station Road interchange
- Prepare bid specifications for a wood-chipper, three pick-up trucks, and all-terrain utility vehicle as part of the Capital Equipment Replacement Program
- Enhance the Christmas Tree Lighting experience
- Improve town facilities to comply with ADA regulations
- Assist with modifications and improvement plans to the Campbell Station Inn and develop a maintenance plan for the site and restroom facility
- Assist with renovation work at Anchor Park for the new restroom facility
- Evaluate and compare vendor pricing for cleaning supplies, and identify opportunities for savings

- Seek out and identify possible sidewalk and greenway connections to enhance the town's pedestrian network and walkability
- Reconstruct sand and stone holding facilities at Public Works Headquarters
- Develop and implement a cleaning and maintenance program for Farragut Community Center
- Install finish on bathroom floors at Mayor Bob Leonard Park
- Prepare bid specifications for Campbell Station Road Wall manage the project to completion
- Assist with replacement and improvements to town stormwater infrastructure
- Install sidewalk on Sugarwood Drive

## Public Works Department

PUBLIC WORKS DESCRIPTION		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
	EXPENDITURES	Actual	Actual	Budget	Estimated	Approved
43000						
110	Salaries	87,813	89,529	93,133	93,127	96,859
111	Regular Employee Wages	678,999	755,629	809,679	760,823	806,545
122	Seasonal Employee Wages	26,205	27,700	25,000	25,000	25,000
123	Overtime Wages	11,587	14,526	15,000	15,000	15,000
129	Temporary Employee Wages	462	2,967	0	0	0
141	FICA/Medicare	55,444	61,318	58,467	59,480	60,049
142	Health Insurance	328,489	312,634	317,492	310,280	353,074
143	Retirement	54,207	58,791	63,038	61,152	65,528
145	Life Insurance	3,225	3,163	4,059	4,392	4,774
146	Workers Comp Insurance	29,759	27,729	31,500	32,525	33,000
148	Long Term Disability Insurance	3,608	2,846	4,066	4,206	3,995
150	Benefit Disbursement	4,646	0	5,500	5,694	5,700
152	Merit Adjustment	18,000	26,638	39,703	29,980	41,037
	<b>Total Personnel</b>	<b>1,302,444</b>	<b>1,383,470</b>	<b>1,466,637</b>	<b>1,401,659</b>	<b>1,510,560</b>
235	Dues/Subscriptions	1,085	1,269	1,400	1,400	1,400
240	Utilities	10,809	10,781	12,000	11,735	12,000
241	Traffic Signal-Electric	6,813	6,724	7,500	6,858	7,500
247	Streetlights-Electric	70,106	68,138	70,000	70,000	70,000
261	Vehicle Maintenance	45,833	29,824	40,000	35,000	38,000
263	Event Decoration	15,774	15,844	0	0	15,000
265	Boundary Entrance Signs	5,243	0	4,000	25	0
266	Bldg. Maint. /Improvements	10,848	3,202	12,000	11,000	12,000
280	Travel/Training	8,153	6,923	8,000	8,500	10,000
290	Street sweeping	23,850	24,300	26,000	26,000	42,500
294	Equipment Rental	4,497	3,380	4,500	4,500	4,500
295	Dumpster Service	5,902	6,224	8,000	8,000	8,000
312	Small tools & Equipment	5,320	4,773	5,000	5,000	5,000
320	Operating Supplies	4,990	4,853	5,000	5,000	5,000
321	General Town Maintenance	6,713	7,645	10,000	6,000	10,000
326	Clothing/Uniforms	13,681	14,851	14,000	12,000	12,000
329	Park & Landscape Maintenance	38,606	61,380	55,000	50,000	55,000
331	Gasoline, Oil	30,553	38,175	35,000	40,000	45,000
342	Signs	18,641	19,462	17,000	17,000	17,000
416	Concrete, Brick Products	319	196	1,000	1,000	1,000
451	Crushed Stone, Sand	288	537	2,000	2,000	2,500
452	Snow Removal Supplies	10,061	10,054	18,000	12,000	18,000
470	Sidewalk Construction	315	4,197	10,000	8,000	10,000
482	Drainage Projects	6,871	3,171	10,000	5,000	10,000
940	ADA Maintenance	0	80	50,000	50,000	0
949	Major Equipment/Machinery	8,982	1,442	10,000	10,000	10,000
	<b>Total Operating Expenditures</b>	<b>354,253</b>	<b>347,425</b>	<b>435,400</b>	<b>406,018</b>	<b>421,400</b>
	<b>Total Public Works</b>	<b>1,656,697</b>	<b>1,730,895</b>	<b>1,902,037</b>	<b>1,807,677</b>	<b>1,931,960</b>

## Public Works Department

## Personnel Detail

Acct Code	Description	Budget <u>FY2017-18</u>	Estimated <u>FY2018-19</u>	Approved <u>FY2019-20</u>
110	<b>Salaries</b>			
	Public Works Director	1.0    90,403	1.0    93,127	1.0    96,859
	<b>Total Salaries</b>	<b>1.0    90,403</b>	<b>1.0    93,127</b>	<b>1.0    96,859</b>
121	<b>Regular Wages</b>			
	Public Works Foreman	2.0    94,765	2.0    98,592	2.0    102,544
	Equipment Operator	16.0    672,644	18.0    662,231	18.0    704,001
	<b>Total</b>	<b>18.0    767,409</b>	<b>20.0    760,823</b>	<b>20.0    806,545</b>
122	<b>Seasonal</b>	3.0    25,000	3.0    25,000	3.0    25,000
	<b>Total</b>	<b>3.0    25,000</b>	<b>3.0    25,000</b>	<b>3.0    25,000</b>
	<b>Benefits</b>			
	Social Security & Medicare			
141	Tax	57,483	59,480	60,049
142	Health Insurance	390,041	310,280	353,074
143	Retirement	60,842	61,152	65,528
145	Life Insurance	4,578	4,392	4,774
146	Workers Comp Insurance	31,000	32,525	33,000
	Long Term Disability			
148	Insurance	3,737	4,206	3,994
151	COLA	19,462	0	0
	<b>Total Benefits</b>	<b>567,143</b>	<b>472,035</b>	<b>520,419</b>
152	Merit Adjustment	29,192	29,980	41,037
	<b>Other Compensation</b>			
123	Overtime	15,000	15,000	15,000
	Benefit Adjustment	5,500	5,694	5,700
	<b>Total Other Compensation</b>	<b>20,500</b>	<b>20,694</b>	<b>20,700</b>
	<b>Total Personnel</b>	<b>23.0    1,499,647</b>	<b>24.0    1,401,659</b>	<b>24.0    1,510,560</b>

## Public Works 110-43000

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<b>235 Dues, Subscriptions</b>		<b>\$1,400</b>
APWA Membership	800	
Optimist Club (Director)	600	
<b>240 Utilities</b>		<b>\$12,000</b>
Public Works building gas, water/sewer, electric, irrigation		
<b>241 Traffic Signal-Electric</b>		<b>\$7,500</b>
21 signals & 6 school & traffic flashers		
<b>247 Street Lighting – Electric</b>		<b>\$70,000</b>
Electricity for town-owned streetlights		
<b>261 Vehicle Maintenance</b>		<b>\$38,000</b>
Maintenance of all vehicles and equipment:		
Engineering	3,000	
Community Development	1,000	
Leisure Services	1,000	
Public Works	33,000	
<b>263 Event Decorations</b>		<b>\$15,000</b>
<b>266 Building Maintenance</b>		<b>\$12,000</b>
Building maintenance	3,000	
Dimmick House Maintenance	1,000	
Campbell Station Inn Maintenance	1,000	
MBLP Maintenance	7,000	
<b>280 Travel/Training</b>		<b>\$10,000</b>
American Public Works Association	2,400	
State Chapter of American Public Works Association (3)	3,000	
Employee Training	3,500	
Stormwater Certifications	1,100	
<b>290 Street Sweeping</b>		<b>\$42,500</b>
Monthly sweeping of major roads and parking lots at the Parks and Town Hall		
<b>294 Equipment Rental</b>		<b>\$4,500</b>
Rentals of special equipment		
<b>295 Dumpster Services</b>		<b>\$8,000</b>
Contract for all buildings and parks and an additional dumpster at Public Works		
<b>312 Small Tools &amp; Equipment</b>		<b>\$5,000</b>

Hand tools, weed eaters, chainsaws, wrenches, etc.	
<b>320 Operating Supplies</b>	<b>\$5,000</b>
Safety equipment, janitorial supplies and business cards	
<b>321 General Town Maintenance</b>	<b>\$10,000</b>
Services that are contracted out for maintenance	
<b>326 Clothing and Uniforms</b>	<b>\$12,000</b>
Uniforms and boots for employees	
<b>329 Landscape Maintenance</b>	<b>\$55,000</b>
Town Parks and Building Landscape Maintenance	
Anchor Park-General repairs, mulch, sand, rip rap for pond, flowers	
Campbell Station Park-General repairs, mulch, flowers	
Mayor Bob Leonard Park-General repairs, mulch, sand, lights, irrigation system	
McFee Park-General repairs, mulch, sand, lights, irrigation systems	
I-40 Interchange and ROW Landscaping	
<b>331 Gasoline</b>	<b>\$45,000</b>
Public Works vehicles and equipment	
<b>342 Signs</b>	<b>\$17,000</b>
Street signage, regulatory and informational signs	
<b>416 Concrete, Brick Products</b>	<b>\$1,000</b>
Curb and sidewalk repairs	
<b>451 Crushed stone, sand</b>	<b>\$2,500</b>
Mortar, sand, playground sand, stone backfill	
<b>452 Snow Removal Supplies</b>	<b>\$18,000</b>
Salt, sand, calcium for snow removal	
<b>470 Sidewalk Constructions</b>	<b>\$10,000</b>
Various sidewalk connections throughout the Town	
<b>482 Draining Projects</b>	<b>\$10,000</b>
Various drainage projects throughout the Town	
<b>949 Major Equipment/Machinery</b>	<b>\$10,000</b>
Replacement of Mortar mixers, pumps, curb machine, etc.	

## Non-Departmental

	NON-DEPARTMENTAL DESCRIPTION	FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		Actual	Actual	Budget	Estimated	Approved
44000	Legal Services	109,616	102,445	140,000	98,000	120,000
252	Property Insurance	32,637	31,726	50,000	35,919	50,000
510	Liability Insurance	43,571	40,754	55,000	45,000	55,000
513	Insurance Claims	11,721	-10,385	8,000	2,000	8,000
514	Knox Co Mixed Drink Installment	112,630	127,995	100,000	112,380	100,000
518	Community Grants					
720	Farragut High School Foundation	10,000	12,000	12,000	12,000	12,000
	Knox County Fire Prevention	2,000	2,000	1,500	1,500	1,500
	Knox Vol Emergency Rescue	2,500	2,500	3,000	3,000	4,200
	Metro Drug Coalition	0	2,500	3,000	3,000	3,700
	CAC	0	0	10,000	0	10,000
	Autism Society	2,000	2,000	0	0	2,000
	Keep Knoxville Beautiful	1,000	1,500	1,000	1,000	0
	Second Harvest	2,385	2,500	2,500	2,500	0
	Knoxville Track Club	0	2,000	3,000	3,000	0
	Concord Adult Day Care	0	3,000	1,500	1,500	0
	East Tennessee Concert Band	2,000	1,000	0	0	0
	Sunshine Ambassadors	1,500	1,000	0	0	0
	Knoxville Opera	2,000	1,000	0	0	0
	Hardin Valley Academy Foundation	10,000	0	0	0	0
721	Park-n-Ride Lot	3,000	3,750	3,000	3,000	3,000
722	Community School Grants					
	Farragut Primary School	22,000	22,000	22,000	22,000	22,000
	Farragut Intermediate School	22,000	22,000	22,000	22,000	22,000
	Farragut Middle School	22,000	22,000	22,000	22,000	22,000
	Farragut High School	22,000	22,000	22,000	22,000	22,000
	Hardin Valley Academy	22,000	0	0	0	0
	<b>Total</b>	<b>458,560</b>	<b>417,285</b>	<b>481,500</b>	<b>411,799</b>	<b>457,400</b>

## **Non-Departmental 110-44000**

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<b>252 Legal Services</b>	<b>\$120,000</b>
<b>510 Property Insurance</b>	<b>\$50,000</b>
<b>513 Liability Insurance</b>	<b>\$55,000</b>
<b>514 Insurance Claims</b>	<b>\$8,000</b>
<b>518 Mixed Drink Tax Revenue Payable</b>	<b>\$100,000</b>
<b>720 Community Grants</b>	<b>\$33,400</b>
Farragut High School Education Foundation	12,000
Knox County Fire Prevention Bureau	1,500
Knoxville Volunteer Emergency Rescue Squad	4,200
Metro Drug Coalition	3,700
CAC	10,000
Autism Society	2,000
<b>721 Park-n-Ride</b>	<b>\$3,000</b>
Park-n-Ride Lot	
<b>722 Community School Grants</b>	<b>\$88,000</b>
Farragut Primary School	22,000
Farragut Intermediate School	22,000
Farragut Middle School	22,000
Farragut High School	22,000

## Community Center

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		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
44200	COMMUNITY CENTER-SHARED					
219	Security System	0	0	0	2,000	5,000
240	Utilities	0	0	0	35,000	65,000
248	Inspections & Elevator Maint.	0	0	0	0	3,520
249	HVAC Maintenance				35,000	12,000
266	Shared Space Maintenance	0	0	0	0	0
294	Equipment Rental	0	0	0	0	400
295	Dumpster Service	0	0	0	0	900
329	Landscape Maintenance	0	0	0	0	26,000
342	Signs	0	0	0	0	25,000
510	Property Insurance	0	0	0	0	15,000
513	Liability Insurance	0	0	0	0	10,000
		<b>0</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>162,820</b>
		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
44300	COMMUNITY CENTER-TOF	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
	Janitor (1.5 positions)	0	0	0	0	36,750
	Recreation Assistants	0	0	0	0	26,238
221	Advertisement/Printing	0	0	0	0	10,000
254	Professional Services	0	0	0	0	26,000
266	Building Maintenance	0	0	0	0	2,800
280	Travel/Training	0	0	0	0	400
312	Small tools & Equipment	0	0	0	0	2,400
320	Operating Supplies	0	0	0	0	30,000
326	Clothing/Uniforms	0	0	0	0	300
342	Signs	0	0	0	0	2,000
362	Programs	0	0	0	0	12,300
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>149,188</b>
	<b>Total Community Center</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>312,008</b>

## Community Center

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### 44200 Community Center-Shared

<b>219 Security System</b>	<b>\$5,000</b>
<b>240 Utilities</b>	<b>\$65,000</b>
<b>248 Inspections &amp; Elevator Maintenance</b>	<b>\$3,520</b>
<b>249 HVAC Maintenance</b>	<b>\$12,000</b>
<b>294 Equipment Rental</b>	<b>\$400</b>
<b>295 Dumpster Service</b>	<b>\$900</b>
<b>329 Landscape Maintenance</b>	<b>\$26,000</b>
<b>342 Signs</b>	<b>\$25,000</b>
<b>510 Property Insurance</b>	<b>\$15,000</b>
<b>513 Liability Insurance</b>	<b>\$10,000</b>

### 44300 Community Center-TOF

<b>221 Advertising/Printing</b>	<b>\$10,000</b>
<b>254 Professional Services</b>	<b>\$26,000</b>
<b>266 Building Maintenance</b>	<b>\$2,800</b>
<b>280 Travel/Training</b>	<b>\$400</b>
<b>312 Small tools &amp; Equipment</b>	<b>\$2,400</b>
<b>320 Operating Supplies</b>	<b>\$30,000</b>
<b>326 Clothing &amp; Uniforms</b>	<b>\$300</b>
<b>342 Signs</b>	<b>\$2,000</b>
<b>362 Programs</b>	<b>\$12,300</b>

## Economic Development

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	47200 ECONOMIC DEVELOPMENT	FY2016-17 FY2017-18 FY2018-19 FY2018-19 FY2019-20				
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
221	Advertisement/Printing	371	1,056	2,000	1,000	2,000
254	Professional Services Economic Development	95,500	88,000	88,000	88,000	88,000
259	Partnerships	11,104	64,104	41,500	41,500	35,000
280	Travel/Training	2,983	640	2,500	1,250	2,000
<b>Total</b>		<b>109,958</b>	<b>153,800</b>	<b>134,000</b>	<b>131,750</b>	<b>127,000</b>

## Economic Development 110-47200

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<b>221 Advertising/Printing</b>	<b>\$2,000</b>
<b>254 Professional Services</b>	<b>\$88,000</b>
Farragut West Knox Chamber of Commerce	18,000
Farragut Business Alliance	70,000
<b>259 Economic Development Partnerships</b>	<b>\$35,000</b>
Dogwood Arts Festival	10,000
News Sentinel Golf Tournament	15,000
Innovation Valley	10,000
<b>280 Travel/Training</b>	<b>\$2,000</b>
ICSC Conference (1)	

## Other Funding Sources

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		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20	
		<u>Other Financing Sources</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
<b>51500</b>							
600	<b>Assigned Fund Balance</b>						
	Road Fund	93,253	0	0	0	0	
	Building Fund	104,817	0	0	0	0	
		104,817	0	0	0	0	
<b>51600</b>	<b>Transfer to other funds</b>						
760	ADA Capital Budget	0	0	0	0	150,000	
765	Equipment Fund	150,000	150,000	150,000	150,000	175,000	
767	State Street Aid	93,253	200,000	100,000	100,000	0	
771	Capital Fund	3,105,000	4,000,000	3,500,000	3,500,000	7,250,000	
		3,348,253	4,350,000	3,750,000	3,750,000	7,575,000	

## Capital Investment Program

PROJECTS BY DEPARTMENT	Capital Investment Program-310					
Beginning Balance	11,046,347	4,450,347	5,720,347	6,270,347	7,129,347	
<u>General Government Projects</u>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Total</b>
Land Acquisition	0	300,000	300,000	300,000	300,000	<b>1,200,000</b>
Pedestrian/Greenway Connectors	0	100,000	0	0	100,000	<b>200,000</b>
Smith Road Sidewalk	650,000	0	0	0	0	<b>650,000</b>
Little Turkey Creek Greenway	130,000	0	300,000	0	0	<b>430,000</b>
Community Center	425,000					<b>425,000</b>
Campbell Station Wall	200,000					<b>200,000</b>
Campbell Station Inn Improvements	0	250,000		0	0	<b>250,000</b>
<b>General Government Projects Total</b>	<b>1,405,000</b>	<b>650,000</b>	<b>600,000</b>	<b>300,000</b>	<b>400,000</b>	<b>3,355,000</b>
<u>Parks</u>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Total</b>
McFee Park Expansion	8,000,000	0	0	0	0	<b>8,000,000</b>
MBLP Improvements (turf fields)	0	0	0	500,000	0	<b>500,000</b>
Anchor Park Fence	0	0	0	150,000	0	<b>150,000</b>
Anchor Park Basketball Resurfacing & ADA Access/Parking	0	0	0	0	40,000	<b>40,000</b>
Anchor Park Playground	0	0	0	0	415,000	<b>415,000</b>
MBLP Boardwalk/Overlook Replacement	0	0	0	50,000	0	<b>50,000</b>
<b>Parks Total</b>	<b>8,000,000</b>	<b>0</b>	<b>0</b>	<b>700,000</b>	<b>455,000</b>	<b>9,155,000</b>

## Capital Investment Program

<b>Engineering Projects</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Total</b>
Stormwater Improvements	750,000	100,000	100,000	100,000	100,000	<b>1,150,000</b>
Union Road Improvements	500,000	0	3,520,000	0	0	<b>4,020,000</b>
Signal System Upgrade (CMAQ)	6,710,000	0	0	0	0	<b>6,710,000</b>
Virtue Road-Phase I (KP-Harville)	3,900,000	0	0	0	0	<b>3,900,000</b>
Virtue Road-Phase II (Harville-Turkey Creek)	0		330,000	305,000	925,000	<b>1,560,000</b>
Jamestowne Blvd Study	80,000	0	0	0	0	<b>80,000</b>
<b>Engineering Total</b>	<b>11,940,000</b>	<b>100,000</b>	<b>3,950,000</b>	<b>405,000</b>	<b>1,025,000</b>	<b>17,420,000</b>
<b>CIP Expenditure Total</b>	<b>21,345,000</b>	<b>750,000</b>	<b>4,550,000</b>	<b>1,405,000</b>	<b>1,880,000</b>	<b>29,930,000</b>

## Capital Investment Fund

<u>Funding Sources</u>	FY2020	FY2021	FY2022	FY2023	FY2024	Total
L-STBG Funding (Jamestowne Blvd)	64,000	0	0	0	0	<b>64,000</b>
L-STBG Funding (Virtue Road)	0	0	264,000	244,000	740,000	<b>1,248,000</b>
L-STBG Funding (Union Road)	400,000	0	2,816,000			<b>3,216,000</b>
CMAQ Funding	6,610,000	0	0	0	0	<b>6,610,000</b>
LPRF Grant (Anchor Park)	325,000	0	0	0	0	<b>325,000</b>
Interest Earnings	100,000	20,000	20,000	20,000	20,000	<b>180,000</b>
Transfer from General Fund	7,250,000	2,000,000	2,000,000	2,000,000	2,000,000	<b>15,250,000</b>
Greenway Connector Reserves	300,000	0	0	0	0	<b>300,000</b>
Land Acquisition Reserves	1,300,000	0	0	0	0	<b>1,300,000</b>
CIP Reserves	4,996,000	0	0	0	15,000	<b>5,011,000</b>
<b>Funding Total</b>	<b>21,345,000</b>	<b>2,020,000</b>	<b>5,100,000</b>	<b>2,264,000</b>	<b>2,775,000</b>	<b>33,504,000</b>
Total CIP Funding Sources	21,345,000	2,020,000	5,100,000	2,264,000	2,775,000	<b>33,504,000</b>
Total CIP Expenditures	21,345,000	750,000	4,550,000	1,405,000	1,880,000	<b>29,930,000</b>
<b>Revenue over (under) expenditures</b>	<b>0</b>	<b>1,270,000</b>	<b>550,000</b>	<b>859,000</b>	<b>895,000</b>	
<b>Ending Balance</b>	<b>4,450,347</b>	<b>5,720,347</b>	<b>6,270,347</b>	<b>7,129,347</b>	<b>8,009,347</b>	
<b>Assigned Fund Balance</b>						
Greenway Connectors	58,890	58,890	158,890	158,890	158,890	
Land Acquisition	358,072	358,072	658,072	958,072	1,258,072	
Stormwater Projects	0	750,000	850,000	950,000	1,050,000	
Outstanding Projects	3,090,966	3,090,966	3,090,966	3,090,966	3,090,966	
<b>Total Assigned Balance</b>	<b>3,507,928</b>	<b>4,257,928</b>	<b>4,757,928</b>	<b>5,157,928</b>	<b>5,557,928</b>	
<b>Available Fund Balance</b>	<b>942,419</b>	<b>1,462,419</b>	<b>1,512,419</b>	<b>1,971,419</b>	<b>2,451,419</b>	

TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM																																																																																																						
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER		ACCOUNT NO.																																																																																																		
Administration	Land Acquisition			310-43990																																																																																																		
<b>PROJECT DESCRIPTION</b>																																																																																																						
Includes the purchase of easements, right-of-way, and land for parks, road, and other capital improvement projects.																																																																																																						
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<b>IMPACT ON OPERATING BUDGET</b>																																																																																																						
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TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM																
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER		ACCOUNT NO.												
Engineering	Smith Road Sidewalk (Everett Road to Andover Blvd.)	Darryl Smith		310-43910-930												
<b>PROJECT DESCRIPTION</b>	This project includes construction of pedestrian facilities along the north side of Smith Road, from Everett Road to Andover Boulevard. The project requires construction of 5' sidewalk with curb & gutter from Everett Road to app. 800 feet west of Andover Boulevard, then across the Andover Place Open Space to Andover Boulevard.															
<b>BACKGROUND/HISTORY</b> The connection will complement the recently completed Everett Road improvements by providing a connection from the Everett Road corridor to the Town's pedestrian facilities east of Andover (including sidewalks along Smith Road, Grigsby Chapel Road and the Grigsby Chapel Greenway).																
<b>IMPACT ON OPERATING BUDGET</b> Additional costs for maintenance (\$1500 per year) and resurfacing (\$20,000/20-year*).																
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024	Total										
Land/Right of Way					\$0											
Design/Engineering					\$0											
Utility Relocation					\$0											
Construction					\$650,000											
Landscape					\$0											
Equipment/Furnishings					\$0											
Other					\$0											
<b>Total Cost</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$650,000</b>										
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Total										
CIP	\$650,000	\$0				\$650,000										
Bonds																
Other																
<b>Total Source</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$650,000</b>										
Project Schedule						Start										
Land/Right of Way						Jul-19										
Design/Engineering						Oct-17										
Utility Relocation						May-20										
Construction						Oct-17										
<b>Total Project</b>						<b>Dec-20</b>										
																

TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM						
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	Little Turkey Creek Greenway	Darry Smith	310-43910-940			
PROJECT DESCRIPTION						
This project includes construction of a greenway through the Brookmere Development on Virtue Road (Herville tract). This portion of the greenway will be constructed by the subdivision's developers. The project will begin at the southern side of the Virtue Road Bridge over Little Turkey Creek, and extend across the property to a point on the southeastern side of the creek at the southern side of the Brookmere development.						
BACKGROUND/HISTORY						
The upcoming (2020) Virtue Road improvements project will include a multi-use greenway on the eastern side of Virtue Road, extending from south of Kingston Pike to just south of the bridge over Little Turkey Creek. This project extends that greenway across the Brookmere development. Project costs reflect the Town's participation in construction costs. A future project will eventually extend this greenway from the southern terminus to the Sheffield greenway near Vista Subdivision.						
IMPACT ON OPERATING BUDGET						
Additional costs for maintenance (\$1500 per year) and resurfacing (\$20,000/20 years)						
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024	Total
PE/Design					\$0	
PE/NEPA (Environmental)					\$0	
Utility Relocation					\$0	
Construction					\$430,000	
Landscaping					\$0	
Equipment/Furnishings					\$0	
Other					\$0	
<b>Total Cost</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$430,000</b>
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Total
CLP	\$130,000					
Bonds						
Other (Developer)		\$0				
<b>Total Source</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$430,000</b>
Project Schedule						Finish
Start						
Land/Right of Way						
NEPA/Design						
Utility Relocation						
Construction						
<b>Total Project</b>	<b>Jul-19</b>	<b>TBD</b>				

TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM														
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER			ACCOUNT NO.									
Parks & Recreation	Community Center	Sue Stuhl			310-44300-900									
PROJECT DESCRIPTION	Includes construction, renovation and furniture, fixtures and equipment.													
BACKGROUND/HISTORY														
IMPACT ON OPERATING BUDGET														
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024	Total								
Land/Right of Way														
Design/Engineering														
Utility Relocation						\$250,000								
Construction														
Landscaping														
Equipment/Furnishings						\$175,000								
Other														
<b>Total Cost</b>	<b>\$425,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$425,000</b>								
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Total								
CIP														
Bonds														
Other														
<b>Total Source</b>	<b>\$425,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$425,000</b>								
			Project Schedule	Start	Finish									
			\$425,000	Land/Right of Way										
				Design/Engineering										
				Utility Relocation										
				May-19	Dec-19									
				<b>Total Project</b>	<b>May-19</b>	<b>Dec-19</b>								



TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM								
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.					
PARD	McFee Park Phase 3	PARD/Eng.	310-43934					
PROJECT DESCRIPTION		Includes 4 tennis courts, tennis facility parking, tennis facility restroom, and basketball court.						
BACKGROUND/HISTORY		<p>The master plan for the expansion of McFee Park into the old Seal and Dimmick properties was approved in the summer of 2012. This would be the first phase of that future expansion after numerous options have been presented over the past two years.</p>						
IMPACT ON OPERATING BUDGET		<p>Annual expenditures for supplies, utilities and staffing for grounds, tennis court and restroom(s) maintenance. Will also require part-time staffing for events and small pickleball tournaments. Revenue from pavilion and special event rentals plus hourly court rentals and tournaments.</p>						
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024			
Land/Right of Way					\$0			
Design/Engineering					\$0			
Utility Relocation					\$8,000,000			
Construction								
Landscaping								
Equipment/Furnishings								
Other								
<b>Total Cost</b>	<b>\$8,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000,000</b>			
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024			
CIP	\$8,000,000							
Bonds								
Other								
<b>Total Source</b>	<b>\$8,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,000,000</b>			
Project Schedule		Start	Finish					
CIP		Land/Right of Way						
Bonds		Design/Engineering						
Other		Utility Relocation						
<b>Total Project</b>		Construction	Winter 2020	Winter 2021				

TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM										
RESPONSIBLE DEPARTMENT	PROJECT TITLE			PROJECT MANAGER	ACCOUNT NO.					
Engineering	Stormwater Improvements			Lori Saal	310-43150-480					
PROJECT DESCRIPTION	Involves design, engineering, and construction for stormwater pipe evaluation, repair, and replacement.									
BACKGROUND/HISTORY										
IMPACT ON OPERATING BUDGET										
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024					
Land/Right of Way					Total					
Design/Engineering	\$750,000	\$100,000	\$100,000	\$100,000	\$1,150,000					
Utility Relocation										
Construction										
Landscaping										
Equipment/Furnishings										
Other										
<b>Total Cost</b>	<b>\$750,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,150,000</b>					
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024					
CIP	\$750,000	\$100,000	\$100,000	\$100,000	\$1,150,000					
Bonds										
Other										
<b>Total Source</b>	<b>\$750,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,150,000</b>					



TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM										
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER		ACCOUNT NO.						
Engineering	Union Road Improvements	Darryl Smith		310-43983						
PROJECT DESCRIPTION										
This project includes reconstruction of Union Road from Everett Road to Hobbs Road, and Hobbs Road to Kingston Pike. The improvements will include two 11' lanes with curb & gutter and shared-use path, as well as reconstruction of the existing bridge over Little Turkey Creek.										
BACKGROUND/HISTORY										
The existing roadway is currently only 16 feet wide, with no pedestrian/bike accommodations. Reconstruction to two 11' lanes will greatly enhance safety for all motorists.										
IMPACT ON OPERATING BUDGET										
Additional cost for Maintenance and Electricity for Operation app. \$5000										
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024	Total				
Land/Right of Way	\$500,000					\$500,000				
Design/Engineering						\$0				
Utility Relocation										
Construction						\$3,520,000				
Landscaping										
Equipment/Furnishings										
Other										
<b>Total Cost</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$3,520,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,020,000</b>				
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Total				
CLP	\$100,000		\$704,000			\$804,000				
Bonds										
Other	\$400,000		\$2,816,000			\$3,216,000				
<b>Total Source</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$3,520,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,020,000</b>				
Project Schedule				Start	Finish					
				May-20	Jun-21					
				Mar-17	May-20					
				Jan-22	Apr-23					
<b>Total Project</b>				<b>Mar-17</b>	<b>Apr-23</b>					



TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM						
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	CMAQ Town-Wide Signal System Upgrade	Darryl Smith	310-43985-900			
PROJECT DESCRIPTION						
This project includes Town-wide upgrading of our signal hardware, including a centrally controlled system (with software), replacement of all controllers and communication equipment, handicap ramps (to meet ADA compliance), detection devices (radar), updated left-turn signal heads, mast arms and poles.						
BACKGROUND/HISTORY						
Staff submitted application for CMAQ funding early in 2016, and TDOT awarded the grant in December 2016. Congestion Mitigation Air Quality (CMAQ) provides 100% reimbursement of funds as the project is completed.						
IMPACT ON OPERATING BUDGET						
As current detection and controller equipment is aging and becoming obsolete, installation of new equipment should lower maintenance costs over time.						
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024	Total
PE/Design						\$0
PE/NEPA (Environmental)						\$0
Utility Relocation						\$0
Construction						\$0
Landscaping						\$0
Equipment/Furnishings	\$6,710,000					\$6,710,000
Other						\$0
<b>Total Cost</b>	<b>\$6,710,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,710,000</b>
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Total
CIP	\$100,000					\$100,000
Bonds						NEPA/Design
Other (CMAQ)	\$6,610,000					Utility Relocation
<b>Total Source</b>	<b>\$6,710,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,710,000</b>
						<b>Construction</b>
						<b>Total Project</b>
						Finish

TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM						
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER			ACCOUNT NO.	
Engineering	Virtue Road - 2200 feet south of Broadwood Drive to 700 feet south of Kingston Pike	Darryl Smith			310-43984	
<b>PROJECT DESCRIPTION</b>						
This project includes reconstruction of Virtue Road, from 2200 feet south of Broadwood Drive to 700 feet south of Kingston Pike (approximately 3700 linear feet). The project is currently being designed to include two 11' lanes, with curb & gutter, 6' grass strip, and 8' greenway on the east side of the roadway.						
<b>BACKGROUND/HISTORY</b>						
The Board identified improvements to Virtue Road as a priority in March. Improvements to the northern 700 feet were completed in 2000, and the intersection with Kingston Pike was signalized in 2016. This portion of Virtue Road can be completed now, in anticipation of development of the Harville tract.						
<b>IMPACT ON OPERATING BUDGET</b>						
Increased maintenance costs for greenway (\$1500 per year), drainage structures (\$500 per year), additional area requiring resurfacing (\$2500 per year)						
Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction						
Landscaping						
Equipment/Furnishings						
Other						
<b>Total Cost</b>	<b>\$3,900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,900,000</b>
Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024	Total
CIP	\$3,900,000	\$0				
Bonds						
Other						
<b>Total Source</b>	<b>\$3,900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,900,000</b>
Project Schedule		Start	Finish			
Land/Right of Way		Jan-18	Nov-19			
Design/Engineering		Jan-18	Mar-19			
Utility Relocation						
Construction		May-20	Jun-21			
<b>Total Project</b>		<b>Dec-17</b>	<b>Jun-21</b>			

TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM																	
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER			ACCOUNT NO.												
Engineering	Jamestowne Boulevard Study	Darryl Smith															
PROJECT DESCRIPTION	Traffic/Transportation Study to determine viability and justification for improvements to Jamestowne Boulevard, from Kingston Pike to Campbell Station Road																
BACKGROUND/HISTORY																	
Traffic signals at each end of Jamestowne Boulevard (at Kingston Pike and Campbell Station Road) with lane improvements will provide an efficient alternate route around the KP/CSR intersection. Additional benefits will be improved access to the Town's Community Center, including crosswalks on Kingston Pike and Campbell Station Road. L-STBG funding is pending approval by KRTPO. If this study justifies the need for improvements, staff will submit the project to KRTPO for future TIP.																	
IMPACT ON OPERATING BUDGET																	
N/A	Project Costs	FY2020	FY2021	FY2022	FY2023	FY2024											
	Total																
PE/Design	\$80,000					\$80,000											
PE/NEPA (Environmental)						\$0											
Utility Relocation						\$0											
Construction						\$0											
Landscaping						\$0											
Equipment/Furnishings						\$0											
Other						\$0											
<b>Total Cost</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>											
	Source of Funds	FY2020	FY2021	FY2022	FY2023	FY2024											
	Total																
CIP	\$16,000					\$16,000											
Bonds						Land/Right of Way											
Other (L-STBG)	\$64,000					NEPA/Design											
<b>Total Source</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>Utility Relocation</b>											
	Project Schedule	Start	Finish														
						Construction											
						Total Project											
						Dec-19											
						Jun-20											
						Dec-19											
						Jun-20											

## **State Street Aid Fund**

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The Tennessee Legislature has authorized the state to distribute a portion of proceeds from the state gasoline and motor vehicle fuel tax to incorporated cities and towns to use for maintaining and improving municipal streets. The proceeds from these taxes are paid monthly to local governments on a per capita basis. The law requires that gasoline and motor vehicle fuel tax monies be used for street-related purposes. The law further requires that these funds be accounted for separately in a special revenue fund, commonly called the State Street Aid Fund or Gas Tax Fund. Cities may ask permission from the state comptroller's office to account for these funds in the General Fund if certain requirements are met. Finally, the law also provides some very specific examples of how these funds can and cannot be spent.

## State Street Aid Fund

	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
<b>Beginning Balance</b>	<b>1,094,149</b>	<b>1,438,059</b>	<b>1,790,415</b>	<b>1,790,415</b>	<b>1,228,415</b>
<b>Revenues</b>					
State Gasoline & Motor Fuel	624,491	751,888	791,000	810,000	850,000
Interest Earnings	5,403	17,759	500	35,000	15,000
<b>Revenue Total</b>	<b>629,894</b>	<b>769,647</b>	<b>791,500</b>	<b>845,000</b>	<b>865,000</b>
<b>Expenditures</b>					
Street Maintenance	38,475	102,362	60,000	115,000	75,000
Resurfacing	299,447	466,983	1,354,624	1,320,000	650,000
Street Striping	26,848	34,761	45,000	45,000	50,000
Guardrails	12,325	0	15,000	5,000	15,000
Traffic Calming	0	7,931	18,000	7,000	25,000
Sidewalks/Greenways	2,142	5,254	50,000	15,000	50,000
<b>Expenditure Total</b>	<b>379,237</b>	<b>617,291</b>	<b>1,542,624</b>	<b>1,507,000</b>	<b>865,000</b>
<b>Other Funding Sources</b>					
Transfer from General Fund	93,253	200,000	100,000	100,000	0
<b>Total Transfers in</b>	<b>93,253</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>
Revenue over (under) expenditures	343,910	352,356	-651,124	-562,000	0
<b>Ending Balance</b>	<b>1,438,059</b>	<b>1,790,415</b>	<b>1,139,291</b>	<b>1,228,415</b>	<b>1,228,415</b>

## State Street Aid Descriptions-121

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<b>Gasoline and Motor Fuel State Shared Taxes</b>	<b>\$850,000</b>
Local share of state gasoline and motor fuel taxes comprising the Gasoline Tax, Diesel Tax and Liquefied Tax on vehicles. Compresses Natural Gas Tax, and the Prepaid User Diesel Tax. The Town receives \$35 per capita, monthly.	
<b>Street Maintenance</b>	<b>\$75,000</b>
Maintenance of local street potholes, failures and patches.	
<b>Resurfacing</b>	<b>\$650,000</b>
Resurfacing of Town of Farragut streets not maintained by the Tennessee Department of Transportation.	
<b>Street Striping</b>	<b>\$50,000</b>
Re-striping of local streets as needed.	
<b>Guardrails</b>	<b>\$15,000</b>
Replacement and addition of guardrails where needed.	
<b>Traffic Calming</b>	<b>\$25,000</b>
<b>Sidewalk/Greenways</b>	<b>\$50,000</b>
Sidewalk and greenway maintenance and repair.	

## Equipment Replacement Fund

		FY2016-17	FY2017-18	FY2018-19	FY2018-19	FY2019-20
			<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>
	<b>Beginning Balance</b>	<b>647,153</b>	<b>751,978</b>	<b>791,926</b>	<b>791,926</b>	<b>907,254</b>
<b>314</b>	<b>Revenues</b>					
36190	Interest	3,301	8,546	3,000	16,500	8,000
36200	Sale of equipment Proceeds	62,084	25,243	0	5,978	0
	<b>Total Revenues</b>	<b>65,385</b>	<b>33,789</b>	<b>3,000</b>	<b>22,478</b>	<b>8,000</b>
	<b>Other Funding Sources</b>					
37940	Transfer from General Fund	150,000	150,000	150,000	150,000	175,000
	<b>Total Other Funding Sources</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>175,000</b>
	<b>Expenditures</b>					
43949						
949	Major Equipment	110,560	143,841	62,000	57,150	192,000
	<b>Total Expenditures</b>	<b>110,560</b>	<b>143,841</b>	<b>62,000</b>	<b>57,150</b>	<b>192,000</b>
	Revenue over (under) expenditures	104,825	39,948	91,000	115,328	-9,000
	<b>Ending Balance</b>	<b>751,978</b>	<b>791,926</b>	<b>882,926</b>	<b>907,254</b>	<b>898,254</b>

## Equipment Replacement Fund

**Capital Equipment Replacement Schedule**  
**Fiscal Years 2020-2024**

Description	Purchase Date	Original Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24
<b>Community Development</b>							
2007 Chevy Colorado Ext Cab	12/5/2006	14,280		26,000			
2008 Ford Escape Hybrid	9/15/2008	20,014		35,000			
2010 Ford Escape Hybrid	2/23/2010	27,744		35,000			
2019 GMC Canyon	11/18/2018	22,740				26,000	
<b>Leisure Services</b>							
2005 Ford Freestar Van	11/8/2004	19,380		28,000			
2016 Ford F-150	8/14/2015	19,720				28,000	
2007 Chevy Colorado 4WD	11/1/2006	18,221		25,000			
<b>Engineering</b>							
2003 Chevy Blazer	11/15/2002	21,570		32,000			
2005 Ford 4-wd w/ plow	9/8/2004	22,998		34,000			
2008 Ford Escape Hybrid	8/15/2008	26,081		35,000			
2008 Ford Escape Hybrid	9/1/2009	20,014		35,000			
Stormwater Camera			50,000				
<b>Public Works</b>							
Equipment	Date	Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24
Aerator/plugger	8/31/1992	2,750			5,000		
2004 Brush chipper/mulcher	7/12/2004	21,216	40,000				
Hotsy pressure washer	8/20/2004	4,900			7,500		
2013 John Deere Tractor	1/28/2014	105,347				140,000	
2016 X-Mark lawn mower	7/1/2015	5,587		7,000			
2016 John Deere 1570 Mower	3/1/2016	23,387			28,000		
2016 John Deere 1570 Mower	3/1/2016	23,387			28,000		
2018 Case 580SN Backhoe	12/22/2017	97,481				110,000	
2019 John Deere 460M	3/19/2019	34,409				40,000	

Description	Purchase Date	Original Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24
Skid Steer Loader	10/1/2006	26,711		70,000			
GW880 trailer, 10 ton	1/1/2007	9,970		14,000			
2008 Jacobson Mower	9/8/2008	20,963		28,000			
2008 Leon Mower Trailer	9/15/2008	2,600		4,000			
2009 Aluminum Trailer							
Aluc	11/8/2009	2,626		4,000			
Backhoe Super L	12/5/2008	57,385			110,000		
2011 John Deere Gator	7/1/2011	6,168	8,000				
2013 John Deere Gator	10/1/2013	6,490		8,000			
2015 John Deere 997 mower	8/14/2015	16,250		20,000			
2017 John Deere 997 mower	8/25/2016	15,800			21,000		
Description	Date	Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24
<b><u>Vehicles</u></b>							
2008 Ford F250	11/1/2007	18,998	36,000				
2009 Ford F250 4-wd w/ plow	11/7/2008	18,992		36,000			
2009 Ford F150	11/8/2008	18,444	26,000				
2010 Dodge 5500 Bucket Truck	5/1/2015	67,209			80,000		
2010 Ford F250	1/13/2010	28,852		36,000			
2010 Ford F150	3/8/2010	24,100		27,000			
2012 Ford F150 Pick-up 2wh	12/1/2011	22,875		27,000			
2013 Ford 2-wd pickup	1/10/2013	20,098			28,000		
2014 Ford F150 4-wheel drive	3/20/2015	24,190			29,000		
2-Wheel drive pickup			32,000				
2016 Freightliner Dump Truck	3/1/2016	89,914			110,000		
2017 International Dump Truck	1/22/2017	96,110				115,000	
2018 Ford F-150 4X2 Supercab Pick-Up Truck	9/29/2017	23,180				27,000	
2018 Ford F-150 4X2 Supercab Pick-Up Truck	9/29/2017	23,180				27,000	
<b>TOTALS</b>		1,192,331	192,000	566,000	337,500	303,000	319,000
			<b>fy 19-20</b>	<b>fy 20-21</b>	<b>fy 21-22</b>	<b>fy 22-23</b>	<b>fy 23-24</b>
Beginning Balance			907,254	898,254	518,254	376,754	279,754
Transfers in			175,000	185,000	195,000	205,000	215,000
Interest Earnings & Sale Proceeds			8,000	1,000	1,000	1,000	1,000
Expenditures			192,000	566,000	337,500	303,000	319,000
<b>Ending Balance</b>			<b>898,254</b>	<b>518,254</b>	<b>376,754</b>	<b>279,754</b>	<b>176,754</b>

## Insurance Fund

		FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Approved</u>
	<b>Beginning Balance</b>	<b>99,667</b>	<b>99,900</b>	<b>100,416</b>	<b>100,416</b>	<b>101,016</b>
<b>611</b>	<b>Revenues</b>					
36190	Interest	233	516	1,100	600	600
	<b>Total Revenues</b>	<b>233</b>	<b>516</b>	<b>1,100</b>	<b>600</b>	<b>600</b>
	<b>Other Funding Sources</b>					
37940	Transfer from General Fund	0	0	0	0	0
41000-100	Transfer to General Fund	0	0	0	0	0
	<b>Total Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditures</b>					
43935						
600	Retirement Benefit	0	0	0	0	0
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Ending Balance</b>	<b>99,900</b>	<b>100,416</b>	<b>101,516</b>	<b>101,016</b>	<b>101,616</b>

## ADA Capital Projects Fund

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		<b>2019-2020</b>
		<b><u>Approved</u></b>
<b>Beginning Balance</b>		<b>0</b>
<b>Revenues</b>		
36190	Interest Earnings	1,500
	<b>Revenue Total</b>	<b>1,500</b>
42900	<b>Expenditures</b>	
929	Improvements	150,000
	<b>Expenditure Total</b>	<b>150,000</b>
51600	<b>Transfer to other funds</b>	
767	State Street Aid	0
771	Capital Fund	0
	<b>Total Transfers out</b>	<b>0</b>
	<b>Other Funding Sources</b>	
36961	Transfer from General Fund	150,000
	<b>Total Transfers in</b>	<b>150,000</b>
	Revenue over (under)	
	expenditures	1,500
	<b>Ending Balance</b>	<b>1,500</b>

## **Appendix A-Summary of Significant Accounting Policies**

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The Town of Farragut, Tennessee (the Town) operates under a Mayor and Board of Aldermen form of government and is organized into the following departments: Administration, Engineering, Community Development, Public Works and Parks and Recreation.

The accounting policies of the Town of Farragut (the primary government) are in conformity with all applicable statements of the Governmental Accounting Standards Board. The following policies are summarized within:

- Use of Funds by Department
- Expenditure, Cash, Investment and Revenue Policies
- Compensated Absences
- Capital Assets
- Long Term Obligations
- Fund Balance Policy
- Debt Management Policy

### **(A) FINANCIAL REPORTING ENTITY:**

Governmental Accounting Standards Board (GASB) Statement No. 14 -"The Financial Reporting Entity," as amended by GASB Statement No. 39 – "Determining Whether Certain Organizations are Component Units" defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of a component unit's Board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government.

In evaluating how to define the government for financial reporting purposes, management has considered the primary government and all potential component units by applying the

definitions and the criteria set forth by GASB Statement No. 14, as amended by GASB Statement No. 39.

The financial statements of the Town (primary government) provide an overview of the entity based on financial accountability. The primary government consists of all the organizations that make up its legal entity of funds, departments, and offices that are not legally separate. The Town meets all the criteria defined for a primary government in GASB No. 14, as amended by GASB Statement No. 39, as follows:

- a) Separately elected governing body
- b) Separate legal standing through legislation authorizing its creation
- c) Fiscally independent of other state and local governments

A component unit is defined as a legally separate organization for which the elected officials of the primary government are financially accountable. In addition, a component unit can be another organization for which the nature and significance of its relationship with the primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Based on the criteria applicable to GASB Statement No. 14, as amended by GASB Statement No. 39, for component units, the Town has no financial accountability for any component units. Therefore, the financial reporting entity is limited to those funds, departments, and offices that comprise the Town's legally adopted jurisdictions.

**(B) BASIC FINANCIAL STATEMENTS – GASB NO. 34:**

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. While the previous financial reporting model emphasized fund types (the total of all funds of a particular type), the focus of the new model is on either the Town as a whole or major individual funds (within the fund financial statements). Both the government-wide and fund financial statements categorize activities as either governmental activities or business-type activities. Governmental activities are normally supported by taxes and intergovernmental revenues. Business-type activities rely, to a significant extent, on fees and charges for support. All activities, both governmental and business-type, are reported in the government-wide financial statements and use the economic resources measurement focus and the accrual basis of accounting, which includes long-term assets as well as long-term obligations. The government-wide financial statements focus more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

The Town currently has no business-type activities.

The government-wide Statement of Activities demonstrates the degree to which the direct expenses, including depreciation, on the various departments of the Town are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific department. Interest on general long-term debt and depreciation expense on assets shared by multiple departments are not allocated to the various departments. Program revenues include

revenues from fines and forfeitures, licenses and permit fees, special assessment taxes, certain intergovernmental grants, other entities' participation and charges for services. Taxes and other items not properly included among program revenues are reported as general revenues.

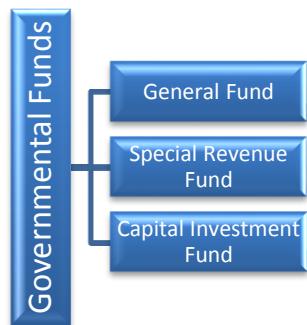
Generally, the effect of interfund activity has been removed from the government-wide financial statements. However, interfund services, if any, are not eliminated. Net interfund activity is shown in the government-wide financial statements.

The fund financial statements are, in substance, very similar to the financial statements presented in the previous financial reporting model. Emphasis here is on the major funds in either the governmental or business-type categories. Non-major funds are summarized into a single column.

**(C) BASIS OF PRESENTATION:**

The Town uses funds to report on its financial position and the results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid in the Town's financial management by segregating transactions related to certain functions or activities.

The following categories are used by the Town:



### **Governmental Fund Types**

Governmental Funds are those through which most of the governmental functions of the Town are financed. The focus of Governmental Fund measurement, in the fund financial statements, is upon determination of financial position and changes in financial position rather than upon net income.

Governmental Funds include the following fund types:

- **General Fund:** The General Fund is the Town's general operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.
- **Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific revenue sources (other major capital projects) that are legally restricted to expenditures for specific purposes. One (1) special revenue fund is presented as a non-major fund in the basic financial statements as follows:

- **State Street Aid:** The State Street Aid Fund is used to account for the State gasoline tax. Proceeds of this tax must be expended for the improvement and maintenance of Town Streets
- **Capital Investment Funds:** The Capital Investment Funds are used to account for capital expenditures. A capital expenditure is incurred when the Town spends money either to acquire or construct major capital facilities, to buy fixed assets or to add to the value of an existing fixed asset with a useful life extending beyond the fiscal year. One (1) capital investment fund is presented as a major fund in the basic financial statements as follows:
- **Capital Investment Fund:** The Capital Investment Fund is used to account for the primary capital improvement projects of the Town.

### **(D) MEASUREMENT FOCUS AND BASIS OF ACCOUNTING:**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to 1)

demonstrate legal and covenant compliance, 2) demonstrate the source and use of liquid resources, and 3) demonstrate how the Town's actual experience conforms to the annual budget. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" is defined as collectible within the current period or within 60 days of the end of the current fiscal period. Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual method include local sales tax, state-shared sales tax, other state-shared taxes, highway user tax, wholesale beer and liquor taxes, and interest earned on pooled investments. Licenses and permits, charges for services, fines and forfeitures and miscellaneous revenues are generally recorded as revenues when received in cash because they are not measurable until actually received. There are, however, essentially two types of these revenues. Money must be expended for a specific purpose or project before any amounts will be paid to the Town; therefore, revenues are based upon the expenditures recorded; or monies are virtually unrestricted as to the purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

The Town reports deferred revenues in the governmental funds if the potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the Town before it has a legal claim to them, as when grant monies are received prior to the incurred qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for deferred revenue is removed and revenue is recognized.

Since the governmental fund financial statements are presented on a basis different than the governmental activities column of the government-wide financial statements, reconciliation is provided immediately following each fund statement. These reconciliations briefly explain the adjustments necessary to transform the fund financial statements into the governmental activities' column of the government-wide financial statements.

As a general rule, the effect of interfund activity, except for interfund services, has been eliminated from the government-wide financial statements.

Amounts reported as program revenue include 1) charges to customers or users who purchase, use or directly benefit from goods or services provided by a particular department, 2) operating grants and contributions that are restricted to meeting the operational requirements of a particular department, and 3) capital grants and contributions that are restricted. Taxes, investment income and other revenues not identifiable with a particular department are included as general revenues. The general revenues support the net costs of

the departments not covered by program revenues.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

#### **(E) BUDGETS AND BUDGETARY ACCOUNTING:**

The Town Administrator submits an annual budget to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen adopt the budget after holding several public hearings. Once approved, the Board of Mayor and Aldermen may amend the legally adopted budget when unexpected modifications are required on estimated revenues and appropriations.

The budget must be balanced for each fund; total projected revenues and funding sources must equal total anticipated expenditures. The approved budget for this fiscal year is a balanced budget.

Each fund's appropriated budget is prepared on the following basis. Revenues are budgeted by

source. Expenditures are budgeted by fund, which constitutes the legal level of control. Expenditures may not exceed appropriations at this level. All budget revisions at this level are subject to final review by the Board of Mayor and Aldermen. Within these controls, management may transfer appropriations without the Board of Mayor and Aldermen's approval.

Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Fund and Capital Projects Funds.

The General Fund, Special Revenue Fund and Capital Projects Funds have legally adopted budgets.

Budgets for the governmental funds are adopted on a basis consistent with generally accepted accounting principles in the United States of America.

Budgeted amounts are as originally adopted (or as subsequently amended) by the Board of Mayor and Aldermen.

## Use of Funds by Departments

Department	Fund		
	General Fund	Special Revenue Funds	Capital Investment Funds
Legislative	✓		
Town Court	✓		
Administration	✓		
Human Resources	✓		
Information Technology	✓		
Engineering	✓		
Community Development	✓		
General Government	✓		
Parks & Recreation	✓		
Public Works	✓		
Non-Departmental	✓		
Economic Development	✓		
Capital Investment Program			✓
State Street Aid		✓	
Equipment Replacement	✓		
Insurance Fund	✓		
ADA Capital Projects	✓		

#### **(F) EXPENDITURES:**

Operating expenditures shall be accounted, reported, and budgeted for in all funds. The annual budget shall appropriate sufficient funds for operating, recurring expenditures necessary to maintain established (i.e. status quo) quality and scope of town services.

The Town will constantly examine the methods for providing public services in order to reduce operating, recurring expenditures and/or enhance quality and scope of public services with no increase to cost.

Personal service expenditures will reflect the minimum staffing needed to provide established quality and scope of town services. To attract and retain employees necessary for providing high-quality service, the Town shall maintain a compensation and benefit package competitive with the public and, when quantifiable, private service industries.

Supply expenditures shall be sufficient for ensuring the optimal productivity of Town employees.

Maintenance expenditures shall be sufficient for addressing the deterioration of the Town's capital assets to ensure the optimal productivity of the capital assets. Maintenance should be conducted to ensure a relatively stable level of maintenance expenditures for every budget year.

#### **(G) ENCUMBRANCES:**

The Town of Farragut uses encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies that are recorded in order to reserve a portion of the applicable

appropriation. All encumbrances and appropriations lapse at the end of the fiscal year.

#### **(H) USE OF ESTIMATES:**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from estimates.

#### **(I) CASH:**

The Town considers investments with an original maturity of ninety (90) days or less to be a cash equivalent.

#### **(J) INVESTMENTS:**

In order to provide a safe temporary medium for investment of idle funds, municipalities are authorized by TCA 6-56-106 to invest in the following:

- 1) Bonds, notes, or treasury bills of the United States;
- 2) Non-convertible debt securities of certain issuers;
- 3) Other obligations which are guaranteed as to principal and interest by the United States or any of its agencies;
- 4) Certificates of Deposit at state and federal chartered banks and savings and loan associations;
- 5) Obligations of the United States or its agencies under a repurchase agreement

- if approved as an authorized investment by the State Director of Local Finance;
- 6) Money market funds whose portfolios consist of any of the foregoing investments if approved as an authorized investment by the State Director of Local Finance; and
- 7) The Local Government Investment Pool under which local monies are transferred to and invested with the State Treasurer's cash portfolio. Investments consist of amounts held in the Local Government Investment Pool and are stated at cost.

Following guidance by the Governmental Accounting Standards Board Statement Number 31, the Town reports amortized cost money market investments and participating interest earning investment contracts that have a remaining maturity at time of purchase of one year or less. By definition, money market investments are short-term, highly liquid debt instruments including commercial paper, bankers' acceptances, and U.S. Treasury and agency obligations. All other investments are carried at fair value.

#### **(K) REVENUES:**

To protect the Town's financial integrity, the Town will maintain a diversified and stable revenue system to shelter it from fluctuations in any one revenue source. Recognizing that sales tax is a volatile, unpredictable source of revenue, the Town will attempt to reduce its dependence on sales tax revenue.

The Town will establish a fee schedule at a level that attempts to recover the full cost of providing the service.

The Town will attempt to maximize the application of its financial resources by obtaining

supplementary funding through agreements with other public agencies for the provision of public services or the construction of capital improvements.

When developing the annual budget, the Town Administrator will project revenues from every source based on actual collections from the preceding year and estimated collections of the current fiscal year, taking into account known circumstances which will impact revenues for the new fiscal year.

#### **(L) COMPENSATED ABSENCES:**

All employees on permanent full-time status shall earn annual leave for uninterrupted continuous service as follows (per month):

- Less than three (3) years.....8 hours
- Three (3) to ten (10) years..... 12 hours
- Ten (10) to twenty (20) years....16 hours
- Over twenty (20) years..... 20 hours

All employees on permanent part-time status, working twenty (20) or more hours per work week, shall earn 4 hours of annual leave per month for uninterrupted continuous service.

Annual leave shall begin to accrue at the end of the first full calendar month of employment or appointment. An employee starting to work at any time after the first day of a calendar month will not have accumulated annual leave until the end of the following calendar month.

Annual leave may be accrued up to a maximum of two hundred forty (240) hours at the end of each calendar year. Any unused annual leave above the maximum limit on January 1st of each year shall be forfeited.

Employees resigning voluntarily, and/or who give reasonable notice of intent to resign, or

retire, shall receive payment at the current rate of compensation for such employee for all accrued annual leave earned as of the date of resignation or retirement. In the event of the employee's death, the Town will pay the employee's estate the consideration due for the accrued annual leave.

Seasonal, temporary and/or emergency employees will not accrue leave.

All employees on permanent full-time status shall earn 8 hours of sick leave for each completed month of service. All employees on permanent part-time status, working twenty (20) or more hours per work week, shall earn 4 hours of sick leave for each completed month of service. Sick leave shall begin to accrue at the end of the first full calendar month of employment. An employee starting to work at any time after the first day of the calendar month shall not have accumulated sick leave until the end of the following calendar month. An employee can accrue up to ninety (90) days of sick leave. No payment will be made for accrued sick leave upon separation from the Town.

The Town of Farragut provides a disability insurance plan. The benefits would be made effective after ninety (90) days and would provide up to 60% of the employee's compensation at the time of the disability.

Those employees who had accumulated above ninety (90) sick leave days on July 1, 1993, are permitted to apply the excess sick leave days in conjunction with the disability benefits. The Town would provide the remaining 40% of the employee's compensation in return for each excess sick day used. The total compensation paid to an employee shall not exceed 100% of

the employee's compensation by using any combination of sick leave and disability benefits.

The Town of Farragut, Tennessee, may provide leave with pay for the following:

- a) Jury Duty—Jury leave shall be authorized by the Town Administrator for full-time employees who are required to serve jury duty, provided that such leave is reported in advance.
- b) Military Leave—Military leave shall be provided to members of the Tennessee National Guard or a U.S. Military Reserve component for federal annual field training with no loss of pay up to fifteen (15) working days in one calendar year. If a regular employee is ordered to active state duty by the Governor, the employee is entitled to receive full pay while on duty. Use of military leave for annual training or emergency state duty will not affect the employee's rights to regular leave or benefits, nor will it impair the employee's performance evaluation with the Town. An employee may either keep the military paycheck and not receive a Town paycheck or may elect to sign over the military check to the town and receive his/her town paycheck.
- c) Bereavement Leave – In case of death in the immediate family, a full-time employee may be granted a leave of absence with pay of up to three (3) working days. Dependent upon the functions required of an employee regarding the death of an immediate family member, the Town Administrator may allow up to two additional leave days if he/she is convinced of its need. “Immediate family” shall include

parents, step-parents, grandparents, brothers, sisters, spouse, children, step-children, father-in-law, and mother-in-law. The full-time employee may be granted a leave of absence with pay of one day in the case of the death of aunts, uncles, nieces, or nephews. The Town Administrator may allow one additional day depending upon the functions required of the employee. After the approved bereavement leave period, additional leave may be charged to the employee's annual leave.

- d) Leave Without Pay – A full-time employee may be granted a leave of absence without pay for sickness, disability, or other good and sufficient reasons which are considered, in the opinion of the Town Administrator, to be controlling or in the best interests of the Town. Such leave must be requested in writing and shall require the prior approval of the Town Administrator. An employee will not accrue sick leave or annual leave while on leave of absence without pay. Leave of absence without pay for maternity purposes may be granted regular employees. At the option of an employee, she may exhaust available sick leave and annual leave before taking a maternity leave without pay.

Compensated absences shown in the government-wide financial statements have been computed following Governmental Accounting Standards Board (GASB) Statement 16. The statement requires that, in addition to direct salary cost, all salary related items be accrued as well. The Town has accrued the

appropriate matching payroll taxes and pension plan contributions.

#### **(M) CAPITAL ASSETS:**

Capital assets, including public domain infrastructure (e.g. roads) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 and an estimated useful life greater than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets, donated works of art, and capital assets received in a service concession arrangement are reported at acquisition value.

The cost of normal maintenance and repairs that do not add to the value of the asset, or materially extend its life, are not capitalized. Major improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, equipment, and infrastructure are depreciated using the straight-line method over the following estimated useful lives (land and construction-in-progress are not depreciated):

<u>Assets</u>	<u>Useful life (years)</u>
Buildings	50
Improvements	25
Equipment and vehicles	5 – 25
Infrastructure	50

## (N) LONG-TERM OBLIGATIONS:

In the government-wide financial statements, long-term debt (if applicable) and other long-term obligations (compensated absences) are reported as liabilities in the applicable governmental activities. Debt premiums, discounts, and issuance costs are deferred and amortized over the life of the debt. Debt payable is reported net of the applicable premium or discount.

In the fund financial statements, when applicable, governmental fund types recognize debt premiums and discounts, as well as debt issuance costs, in the period in which the debt is issued. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

## (O) FUND BALANCE POLICY:

The Fund Balance Policy provides guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It is also intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy is established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the Town to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance consists of five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

- **Nonspendable Fund Balances** comprise those amounts that cannot be spent due to their form (e.g. inventory and prepaids) or funds that legally or contractually are required to be maintained intact.
- **Restricted Fund Balance** comprise those amounts constrained to be used for a specific purpose by external parties, constitutional provisions or enabling legislation.
- **Committed Fund Balance** comprise those amounts that are set aside for a specific purpose by the Town's highest level of decision-making authority (Board of Mayor and Aldermen) through its highest level of formal action (ordinance). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- **Assigned Fund Balance** consists of amounts that are set aside with the intent to be used for a specific purpose by the Town's highest level of decision-making body. Assigned funds cannot cause a deficit in unassigned fund balance. Except as provided for the Town Administrator's authority to assign fund balance, as described below, fund balance may only be

assigned by the Board of Mayor and Aldermen by resolution.

- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories.

Significant aspects of the Town's fund balance policy are as follows:

#### **Nonspendable and Restricted Funds**

Nonspendable funds are those funds that cannot be spent because they are either:

- 1) Not in spendable form (e.g. inventories and prepaids)
- 2) Legally or contractually required to be maintained intact

It is the responsibility of the Treasurer to report all Nonspendable Funds appropriately in the Town's Financial Statements.

Restricted funds are those funds that have constraints placed on their use either:

- 1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
- 2) By law through constitutional provisions or enabling legislation.

It is the responsibility of the Treasurer to report all Restricted Funds appropriately in the Town's Financial Statements. All Restricted Funds must also be reported to the Town's governing body within two months of the end of the fiscal year.

#### **Order of Use of Restricted and Unrestricted Funds**

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

#### **Authority to Commit Funds**

The Town's governing body has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of an ordinance by a simple majority vote. The passage of an ordinance must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the ordinance must state the process or formula necessary to calculate the actual amount as soon as information is available.

#### **Stabilization Funds**

Maintaining a Financial Stabilization Account is a necessity for sound financial management and fiscal accountability. The Town's governing body has the authority to establish a Financial Stabilization Account that will be a Committed Fund Balance. A Financial Stabilization Account is established, Resolution 2011-05, for the purpose of providing funds for an urgent event that affects the safety of the general public (e.g. flood, tornado, etc.). The minimum level for the Financial Stabilization Account is 5% of General Fund expenditures. The recognition of an urgent event must be established by the governing body or their designee (e.g. Town Administrator). If established by the governing body's designee, the specific urgent event must

be reported to the governing body at their next meeting. A budget amendment must be approved by the Town's governing body. In the event that the balance drops below the established minimum level, the Town's governing body will develop a plan to replenish the Financial Stabilization Account balance to the established minimum level within four years.

#### **Authority to Assign Funds**

The Fund Balance Policy, Resolution 2011-05, gives authority to the Town Administrator to assign funds for specific purposes in an amount not to exceed \$20,000 per purpose or in total not to exceed \$200,000. Any funds set aside as Assigned Fund Balance must be reported to the Town's governing body at their next regular meeting and recorded in the minutes. The governing body has the authority to remove or change the assignment of the funds with a simple majority vote.

The Town's governing body has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires a simple majority vote and must be recorded in the minutes. The same action is required to change or remove the assignment.

Upon passage of a budget ordinance where fund balance is used as a source to balance the budget, the Treasurer shall record the amount as Assigned Fund Balance.

#### **Unassigned Fund Balance**

Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected

expenditures and revenue shortfalls.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget amendment by the Town's governing body. In the event of projected revenue shortfalls, it is the responsibility of the Treasurer to report the projections to the Town's governing body on a quarterly basis and shall be recorded in the minutes.

Any budget amendment that will result in the Unassigned Fund Balance dropping below the minimum level will require the approval of 2/3 vote of the Town's governing body.

The Fund Balance Policy establishes a minimum Unassigned Fund Balance equal to 30% of General Fund expenditures. In the event that the balance drops below the established minimum level, the Town's governing body will develop a plan to replenish the fund balance to the established minimum level within two years.

#### **(P) Debt Management Policy**

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the Town of Farragut, TN. This policy reinforces the commitment of the Town and its officials to manage the financial affairs of the Town so as to minimize risk, avoid conflicts of interest and ensure transparency while still meeting the capital needs of the Town. A debt management policy signals to the public and the rating agencies that the Town is using a disciplined and defined approach to financing capital needs and fulfills the requirements of the State of Tennessee

regarding the adoption of a debt management policy.

The goal of this policy is to assist decision makers in planning, issuing and managing debt obligations by providing clear direction as to the steps, substance and outcomes desired. In addition, greater stability over the long-term will be generated by the use of consistent guidelines in issuing debt.

Definition of Debt: All obligations of the Town to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of Town resources. This includes but is not limited to notes, bond issues, capital leases, and loans of any type (whether from an outside source such as a bank or from another internal fund).

Approval of Debt: Bond anticipation notes, capital outlay notes, grant anticipation notes, and tax and revenue anticipation notes will be submitted to the State of Tennessee Comptroller's Office and the Board of Mayor and Aldermen prior to issuance or entering into the obligation. A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance. Capital or equipment leases may be entered into by the Board of Mayor and Aldermen; however, details on the lease agreement will be forwarded to the Comptroller's Office on the specified form within 45 days.

#### Transparency:

- The Town shall comply with legal requirements for notice and for public meetings related to debt issuance.
- All notices shall be posted in the customary and required posting

locations, including as required local newspapers, bulletin boards, and websites.

- All costs (including principal, interest, issuance, continuing, and one-time) shall be clearly presented and disclosed to the citizens, Board of Mayor and Aldermen, and other stakeholders in a timely manner.
- The terms and life of each debt issue shall be clearly presented and disclosed to the citizens/members, Board of Mayor and Aldermen, and other stakeholders in a timely manner.
- A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens/members, Board of Mayor and Aldermen, and other stakeholders in a timely manner.

#### Role of Debt:

- Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, transportation, or master process or plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the Town will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
- In accordance with Generally Accepted Accounting Principles and state law,
  - i. The maturity of the underlying debt will not be more than the

- useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.
- ii. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

Types and Limits of Debt:

- The Town will seek to limit total outstanding debt obligations to the following schedule, excluding overlapping debt, enterprise debt, and revenue debt.

Ratio	Value
General Fund Balance Requirement	30%
Average Life of Total Debt	≤10 Years
Percentage of Principle Paid within 10 years	≥60%
Per Capita Debt/Per Capita Income	≤4%
Debt Service/General Fund Operating Expense	≤12%

- The limitation on total outstanding debt must be reviewed prior to the issuance of any new debt.
- The Town's total outstanding debt obligation will be monitored and reported to the Board of Mayor and Aldermen by the Town Recorder. The Town Recorder shall monitor the maturities and terms and conditions of all obligations to ensure compliance. The Town Recorder shall also report to the Board of Mayor and Aldermen any matter that adversely affects the credit or financial integrity of the Town.
- The Town has issued General Obligation Capital Outlay Notes in the past and is authorized to issue General Obligation bonds, Revenue bonds, TIFs, loans, notes and other debt allowed by law.
- The Town will seek to structure debt with level or declining debt service payments over the life of each individual bond issue or loan.
- As a rule, the Town will not backload, use "wrap-around" techniques, balloon payments or other formats to pursue the financing of projects. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the Town may utilize non-level debt methods. However, the use of such methods must be thoroughly discussed in a public meeting and the mayor and governing body must determine such use is justified and in the best interest of the Town.
- The Town may use capital leases to finance short-term projects.

Use of Variable Rate Debt:

- The Town recognizes the value of variable rate debt obligations and that cities have greatly benefitted from the use of variable rate debt in the financing of needed infrastructure and capital improvements.
- However, the Town also recognizes there are inherent risks associated with the use of variable rate debt and will implement steps to mitigate these risks; including:
  1. The Town will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
  2. Prior to entering into any variable rate debt obligation that is backed by insurance and secured by a liquidity provider, the Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the insurance fail.
  3. Prior to entering into any variable rate debt obligation that is backed by a letter of credit provider, the Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the letter of credit fail.
  4. Prior to entering into any variable rate debt obligation,

the Board of Mayor and Aldermen will be informed of any terms, conditions, fees, or other costs associated with the prepayment of variable rate debt obligations.

5. The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any variable rate debt obligation.

Use of Derivatives:

- The Town chooses not to use derivative or other financial structures in the management of the Town's debt portfolio.
- Prior to any reversal of this provision:
  1. A written management report outlining the potential benefits and consequences of utilizing these structures must be submitted to the Board of Mayor and Aldermen; and
  2. The Board of Mayor and Aldermen must adopt a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with the State Funding Board Guidelines.

Costs of Debt:

- All costs associated with the initial issuance or incurrence of debt, management and repayment of debt

- (including interest, principal, and fees or charges) shall be disclosed prior to action by the Board of Mayor and Aldermen in accordance with the notice requirements stated above.
- In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue.
  - Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded(i.e. General Obligations bonds in context of the General Fund, Revenue bonds in context of the dedicated revenue stream and related expenditures, loans and notes).

#### Refinancing Outstanding Debt:

- The Town will refund debt when it is in the best financial interest of the Town to do so, and the Town Administrator shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.
- The Town Administrator will consider the following issues when analyzing possible refunding opportunities:
  1. Onerous Restrictions – Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing

debt documents, or to take advantage of changing financial conditions or interest rates.

2. Restructuring for Economic Purposes – The Town will refund debt when it is in the best financial interest of the Town to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Town Administrator if the refunding generates positive present value savings of at least 4%.
3. Term of Refunding Issues – The Town will refund bonds within the term of the originally issued debt. However, the Town Administrator may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The Town Administrator may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
4. Escrow Structuring – The Town shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall

- an underwriter, agent or financial advisor sell escrow securities to the Town from its own account.
5. Arbitrage – The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.
- Whether in a competitive sale or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance or broker any other debt transactions for the Town

Professional Services:

The Town shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the Town and the lender or conduit issuer, if any. This includes “soft” costs or compensations in lieu of direct payments.

- **Counsel:** The Town shall enter into an engagement letter agreement with each lawyer or law firm representing the Town in a debt transaction. (No engagement letter is required for any lawyer who is an employee of the Town or lawyer or law firm which is under a general appointment or contract to serve as counsel to the Town. The Town does not need an engagement letter with counsel not representing the Town, such as underwriters’ counsel.)
- **Financial Advisor:** If the Town chooses to hire financial advisors, the Town shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions.

- **Underwriter:** (If there is an underwriter) The Town shall require the Underwriter to clearly identify itself in writing (e.g., in a response to a request for proposals or in promotional materials provided to an issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the Town with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm’s-length commercial transaction and that it has financial and other interests that differ from those of the Entity. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Board of Mayor and Aldermen in advance of the pricing of the debt.

Conflicts:

- Professionals involved in a debt transaction hired or compensated by the Town shall be required to disclose to the Town existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, liquidity

or credit enhancement provider, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the Town to appreciate the significance of the relationships.

- Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

Review of Policy:

This policy shall be reviewed at least annually by the Board of Mayor and Aldermen with the approval of the annual budget. Any amendments shall be considered and approved in the same process as the initial adoption of this Policy, with opportunity for public input.

Compliance:

The Town Recorder is responsible for ensuring compliance with this policy.

TCA References: TCA 7, Part 9 – Contracts, Leases, and Lease Purchase Agreements

TCA 9, Part 21 – Local Government Public Obligations Law

## Appendix B- Long-Term Plan

In accordance with the Town's financial policies, the 2019-2020 budget was developed in context of long-term financial plans. The plans anticipate funding needs and available revenues and forecast methods for matching future revenues and expenses. Plans have been developed for all the Town's major operating funds: General, State Street Aid and Capital Investment Program. The State Street Aid and General Fund plan presents the fund over seven fiscal years: three previous years, the adopted budget for FY20, and four projected years. The Capital Investment Program plan presents the fund over five fiscal years: the adopted budget for FY20 and four projected years. The CIP plan can be found on page 115. There are several benefits to this plan. First, the CIP gives future Boards a valuable perspective when considering budgets within each five-year timeframe. Second, the plans impart a measure of discipline on Town staff. The plans establish funding ceilings on recurring operating expenditures.

Finally, the CIP helps the Town in absorbing the impact of economic booms and busts. The Town of Farragut is particularly susceptible to economic fluctuations due to its reliance on local sales tax.

The plan reflects the following assumptions based on historic trends and knowledge of economic conditions present when the budget was developed:

Local sales tax increased 4 percent from fiscal year 2019 to 2020. The Town is optimistic

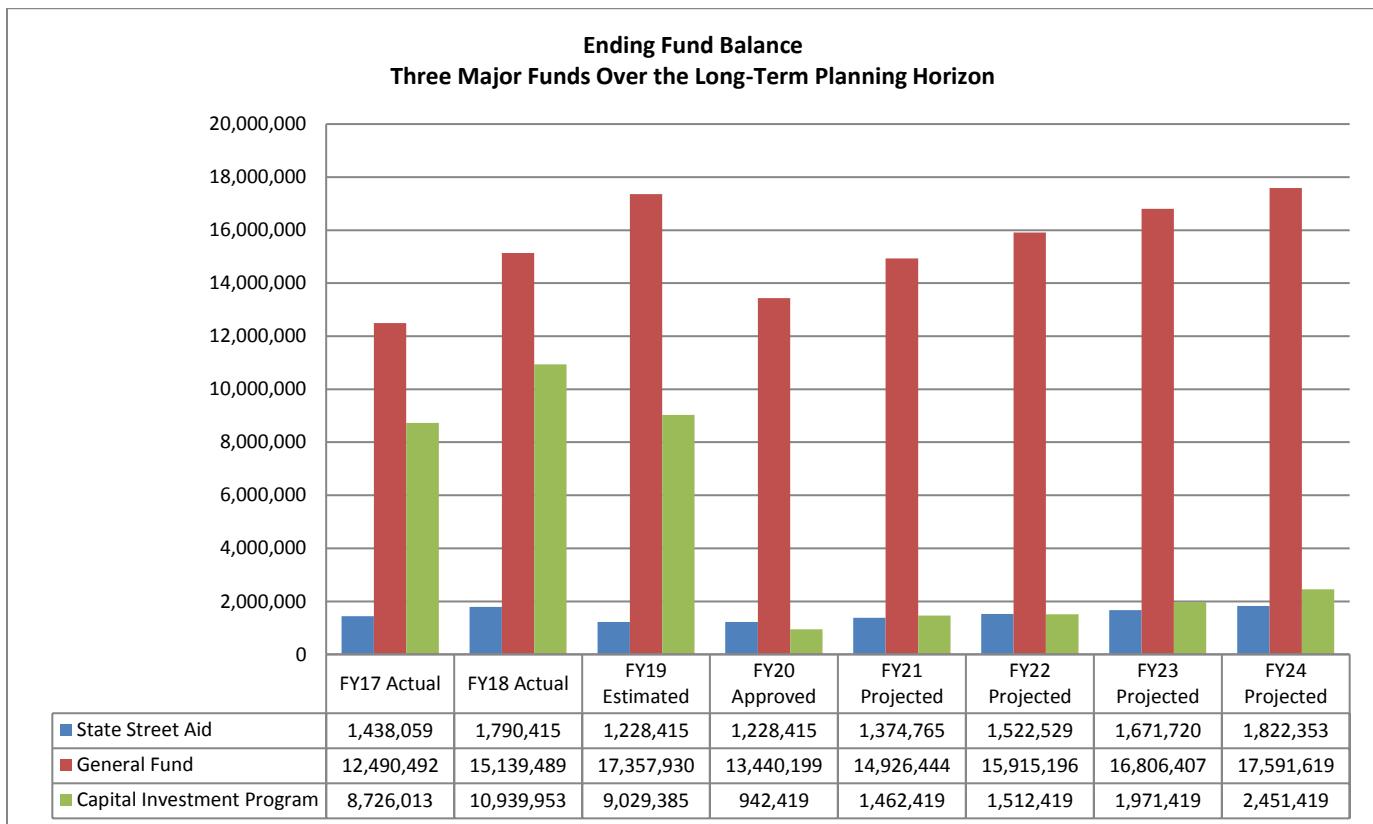
regarding its FY20 sales tax collections based on the past twelve months of collections. The projected years of 2021 through 2024 assume conservative 2 percent annual increases. All other revenues during the planning horizon are expected to increase a conservative 2 percent per year as well.

Approximately 63 percent of the General Fund's expenditures are associated with employee compensation. The Board of Mayor and Aldermen approved a 4 percent merit increase for FY20.

The General Fund makes contributions to the Town's Capital Investment, Equipment Replacement and the State Street Aid funds. The total transfers to the funds for FY20 are \$7,575,000.

All operating expenditures for fiscal years 2021 through 2024 are adjusted for a 4 percent inflationary increase.

For fiscal years 2021 through 2024, revenues are projected to exceed expenditures by an average of \$3.5 million per year. The Town has prepared a long-term approach that allows the organization to reduce the fund balance to a level of 30 percent of the operating expenditures, if needed. This allows the Town to maintain compliance with its fund balance policy and alleviate the Town's financial burden for non-reoccurring and capital expenditures.



<b>General Fund</b> <b>Long Term Financial Plan</b>					
			<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<u>FY2019-20</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>FY2022-23</u>	<u>FY2023-24</u>
<b>BEGINNING FUND BALANCE</b>	<b>19,330,170</b>	<b>15,671,055</b>	<b>17,246,534</b>	<b>18,328,090</b>	<b>19,315,817</b>
<b>REVENUE</b>					
Local Sales Tax	6,365,400	6,492,708	6,622,562	6,755,013	6,890,114
State Sales Tax	1,900,000	1,938,000	1,976,760	2,016,295	2,056,621
Hall Income Tax	400,000	408,000	0	0	0
Wholesale Beer, Liquor & Mixed Drink	1,150,000	1,173,000	1,196,460	1,220,389	1,244,797
Intergovernmental	650,000	663,000	676,260	689,785	703,581
Building Permits & Licenses	367,200	374,544	382,035	389,676	397,469
Recreation Fees	209,500	213,690	217,964	222,323	226,770
Traffic Enforcement Program & Fines	50,200	51,204	52,228	53,273	54,338
Rent	155,972	159,091	162,273	165,519	168,829
Miscellaneous	103,800	105,876	107,994	110,153	112,356
<b>Total Revenue</b>	<b>11,352,072</b>	<b>11,579,113</b>	<b>11,394,536</b>	<b>11,622,426</b>	<b>11,854,875</b>
<b>EXPENDITURES</b>					
Legislative	57,450	59,748	62,138	64,623	67,208
Town Court	54,570	56,753	59,023	61,384	63,839
Administration	719,591	748,375	778,310	809,442	841,820
Human Resources	225,885	234,920	244,317	254,090	264,254
Information Technology	453,374	471,509	490,369	509,984	530,383
Engineering	681,702	708,970	737,329	766,822	797,495
Community Development	955,507	993,727	1,033,476	1,074,815	1,117,808
General Government	279,850	291,044	302,686	314,793	327,385
Parks & Leisure Services	1,179,890	1,227,086	1,276,169	1,327,216	1,380,304
Community Center	312,008	324,488	337,468	350,967	365,005
Public Works	1,931,960	2,009,238	2,089,608	2,173,192	2,260,120
Non-Departmental	457,400	475,696	494,724	514,513	535,093
Economic Development	127,000	132,080	137,363	142,858	148,572
<b>Total Expenditures</b>	<b>7,436,187</b>	<b>7,733,634</b>	<b>8,042,980</b>	<b>8,364,699</b>	<b>8,699,287</b>
Revenue over (under) expenditures	3,915,885	3,845,479	3,351,556	3,257,727	3,155,588
Total Transfers In	0	0	0	0	0
Total transfers out	-7,575,000	-2,270,000	-2,270,000	-2,270,000	-2,270,000
<b>Assigned Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unassigned Fund Balance</b>	<b>15,671,055</b>	<b>17,246,534</b>	<b>18,328,090</b>	<b>19,315,817</b>	<b>20,201,405</b>
<b>ENDING BALANCE</b>	<b>15,671,055</b>	<b>17,246,534</b>	<b>18,328,090</b>	<b>19,315,817</b>	<b>20,201,405</b>
<b>30% of Expenditure</b>	<b>2,230,856</b>	<b>2,320,090</b>	<b>2,412,894</b>	<b>2,509,410</b>	<b>2,609,786</b>
<b>AVAILABLE FUND BALANCE</b>	<b>13,440,199</b>	<b>14,926,444</b>	<b>15,915,196</b>	<b>16,806,407</b>	<b>17,591,619</b>

## State Street Aid-121

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		2017-2018	2018-2019	2018-2019	2019-2020
		<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
<b>Beginning Balance</b>		<b>1,438,059</b>	<b>1,790,415</b>	<b>1,790,415</b>	<b>1,228,415</b>
<b>121</b>	<b>Revenues</b>				
33551	State Gasoline & Motor Fuel	751,888	791,000	810,000	850,000
36190	Interest Earnings	17,759	500	35,000	15,000
	<b>Revenue Total</b>	<b>769,647</b>	<b>791,500</b>	<b>845,000</b>	<b>865,000</b>
<b>43100</b>	<b>Expenditures</b>				
268	Street Maintenance	102,362	60,000	115,000	75,000
269	Resurfacing	466,983	1,354,624	1,320,000	650,000
291	Street Striping	34,761	45,000	45,000	50,000
423	Guardrails	0	15,000	5,000	15,000
425	Traffic Calming	7,931	18,000	7,000	25,000
<b>43267</b>					
267	Sidewalks/Greenways	5,254	50,000	15,000	50,000
	<b>Expenditure Total</b>	<b>617,291</b>	<b>1,542,624</b>	<b>1,507,000</b>	<b>865,000</b>
<b>Other Funding Sources</b>					
37940	Transfer from General Fund	200,000	100,000	100,000	0
	<b>Total Transfers in</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>
Revenue over (under) expenditures		352,356	-651,124	-562,000	0
	<b>Ending Balance</b>	<b>1,790,415</b>	<b>1,139,291</b>	<b>1,228,415</b>	<b>1,228,415</b>

<b>State Street Aid</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
		<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
	<b>Beginning Balance</b>	<b>1,228,415</b>	<b>1,374,765</b>	<b>1,522,529</b>	<b>1,671,720</b>
<b>121 Revenues</b>					
33551	State Gasoline & Motor Fuel	858,500	867,085	875,756	884,513
36190	Interest Earnings	5,000	5,000	5,000	5,000
	<b>Revenue Total</b>	<b>863,500</b>	<b>872,085</b>	<b>880,756</b>	<b>889,513</b>
<b>43100 Expenditures</b>					
268	Street Maintenance	75,750	76,508	77,273	78,045
269	Resurfacing	500,000	505,000	510,050	515,151
291	Street Striping	50,500	51,005	51,515	52,030
423	Guardrails	15,150	15,302	15,455	15,609
425	Traffic Calming	25,250	25,503	25,758	26,015
<b>43267</b>					
267	Sidewalks/Greenways	50,500	51,005	51,515	52,030
	<b>Expenditure Total</b>	<b>717,150</b>	<b>724,322</b>	<b>731,565</b>	<b>738,880</b>
<b>Other Funding Sources</b>					
37940	Transfer from General Fund	0	0	0	0
	<b>Total Transfers in</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Revenue over (under) expenditures	146,350	147,764	149,191	150,633
	<b>Ending Balance</b>	<b>1,374,765</b>	<b>1,522,529</b>	<b>1,671,720</b>	<b>1,822,353</b>

## **Appendix C-Budget Ordinance**

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ORDINANCE	19-22
PREPARED BY	Myers
1 <sup>ST</sup> READING	May 23, 2019
2 <sup>ND</sup> READING	June 13, 2019
PUBLISHED IN	Shopper News Farragut
DATE	June 19, 2019

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE  
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019  
AND ENDING JUNE 30, 2020.**

WHEREAS, Tennessee Code Annotated § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE AS FOLLOWS:**

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2020, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

<b>GENERAL FUND</b>	<b>Actual FY 2018</b>	<b>Estimated</b>	
		<b>Actual FY 2019</b>	<b>Budget FY 2020</b>
<b>Cash Receipts</b>			
Local Taxes	\$ 6,774,339	\$ 6,600,484	\$ 6,365,400
State Sales Tax	1,925,266	1,936,342	1,900,000
Hall Income Tax	1,091,836	955,913	400,000
Wholesale Beer, Liquor & Mixed Drink	1,384,611	1,257,122	1,150,000
Intergovernmental	703,310	713,524	650,000
Building Permits & Licenses	675,150	551,355	367,200
Recreation Fees	216,874	192,400	209,500
Traffic Enforcement Program & Fines	62,881	115,849	50,200
Rent	121,820	64,458	155,972
Miscellaneous	217,201	267,680	103,800
Transfers In - from other funds	-	-	-
<b>Total Cash Receipts</b>	<b>\$ 13,173,288</b>	<b>\$ 12,655,127</b>	<b>\$ 11,352,072</b>
<b>Appropriations</b>			
Legislative	\$ 43,269	\$ 46,151	\$ 57,450
Town Court	57,426	48,545	54,570
Administration	627,964	680,680	719,590
Human Resources	301,861	195,348	225,885
Information Technology	323,646	373,169	453,374
Engineering	618,771	683,120	681,702
Community Development	745,349	823,420	955,507
General Government	159,816	187,716	279,850
Parks& Recreation	1,018,879	1,112,759	1,179,891
Public Works	1,730,895	1,807,677	1,931,960
Non-Departmental	417,285	411,799	457,400
Community Center	-	72,000	312,008
Economic Development	153,800	131,750	127,000
Transfers Out - to other funds	4,350,000	3,750,000	7,575,000
<b>Total Appropriations</b>	<b>\$ 10,548,961</b>	<b>\$ 10,324,134</b>	<b>\$ 15,011,187</b>
<b>Change in Cash (Receipts - Appropriations)</b>	<b>2,624,327</b>	<b>2,330,993</b>	<b>(3,659,115)</b>
<b>Beginning Cash Balance July 1</b>			
<b>Beginning Cash Balance July 1</b>	<b>14,374,850</b>	<b>16,999,177</b>	<b>19,330,170</b>
<b>Ending Cash Balance June 30</b>	<b>\$ 16,999,177</b>	<b>\$ 19,330,170</b>	<b>\$ 15,671,055</b>
<b>30% of Expenditures</b>	<b>\$ 1,859,688</b>	<b>\$ 1,999,240</b>	<b>\$ 2,230,856</b>
<b>Available Fund Balance</b>	<b>\$ 15,139,489</b>	<b>\$ 17,330,930</b>	<b>\$ 13,440,199</b>
<b>Ending Cash as a % of Total Cash Payments/Appropriations</b>	<b>143.5%</b>	<b>167.9%</b>	<b>89.5%</b>

STATE STREET AID FUND	Actual FY 2018	Estimated	Budget FY 2020
		Actual FY 2019	
<b>Cash Receipts</b>			
State Gas and Motor Fuel Taxes	\$ 751,888	\$ 810,000	\$ 850,000
Interest	17,759	35,000	15,000
Transfers In - from other funds	200,000	100,000	-
	<b>Total Cash Receipts</b>	<b>\$ 969,647</b>	<b>\$ 865,000</b>
<b>Appropriations</b>			
Street Maintenance	\$ 617,291	\$ 1,507,000	\$ 865,000
	<b>Total Appropriations</b>	<b>\$ 617,291</b>	<b>\$ 865,000</b>
<b>Change in Cash (Receipts - Appropriations)</b>	<b>352,356</b>	<b>(562,000)</b>	<b>-</b>
<b>Beginning Cash Balance July 1</b>	1,438,059	1,790,415	1,228,415
<b>Ending Cash Balance June 30</b>	<b>\$ 1,790,415</b>	<b>\$ 1,228,415</b>	<b>\$ 1,228,415</b>
<b>Ending Cash as a % of Total Cash Payments/Appropriations</b>	290.0%	81.5%	142.0%

Equipment Fund	Actual FY 2018	Estimated	Budget FY 2020
		Actual FY 2019	
<b>Cash Receipts</b>			
Interest	\$ 8,546	\$ 16,500	\$ 8,000
Sale of Equipment Proceeds	25,243	5,978	-
Transfers from General Fund	150,000	150,000	175,000
	<b>Total Cash Receipts</b>	<b>\$ 183,789</b>	<b>\$ 183,000</b>
<b>Appropriations</b>			
Major Equipment	\$ 143,841	\$ 57,150	\$ 192,000
	<b>Total Appropriations</b>	<b>\$ 143,841</b>	<b>\$ 192,000</b>
<b>Change in Cash (Receipts - Appropriations)</b>	<b>39,948</b>	<b>115,328</b>	<b>(9,000)</b>
<b>Beginning Cash Balance July 1</b>	751,978	791,926	907,254
<b>Ending Cash Balance June 30</b>	<b>\$ 791,926</b>	<b>\$ 907,254</b>	<b>\$ 898,254</b>
<b>Ending Cash as a % of Total Cash Payments/Appropriations</b>	550.6%	1587.5%	467.8%

Insurance Fund	Actual FY 2018	Estimated Actual FY 2019	Budget FY 2020
<b>Cash Receipts</b>			
Interest	\$ 1,100	\$ 600	\$ 600
	<b>Total Cash Receipts</b>	<b>\$ 1,100</b>	<b>\$ 600</b>
<b>Appropriations</b>			
Retirement Benefit	\$ -	\$ -	\$ -
	<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Change in Cash (Receipts - Appropriations)</b>	<b>1,100</b>	<b>600</b>	<b>600</b>
<b>Beginning Cash Balance July 1</b>	100,416	101,516	102,116
<b>Ending Cash Balance June 30</b>	<b>\$ 101,516</b>	<b>\$ 102,116</b>	<b>\$ 102,716</b>
<b>ADA Project Fund</b>	<b>Actual FY 2018</b>	<b>Estimated Actual FY 2019</b>	<b>Budget FY 2020</b>
<b>Cash Receipts</b>			
Interest	\$ -	\$ -	\$ 1,500
Transfer in from General Fund	-	-	150,000
	<b>Total Cash Receipts</b>	<b>\$ -</b>	<b>\$ 151,500</b>
<b>Appropriations</b>			
Improvements	\$ -	\$ -	\$ 150,000
	<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>Change in Cash (Receipts - Appropriations)</b>	<b>-</b>	<b>-</b>	<b>1,500</b>
<b>Beginning Cash Balance July 1</b>	-	-	-
<b>Ending Cash Balance June 30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500</b>

SECTION 2: At the end of the fiscal year 2019, the governing body estimates fund balances or deficits as follows:

Fund	Estimated Fund Balance at June 30, 2019
General Fund	\$ 19,330,170
State Street Aid Fund	\$ 1,228,415
Capital Investment Program	\$ 11,046,347
Equipment Fund	\$ 907,254
ADA Project Fund	\$ -
Insurance Fund	\$ 102,116

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

<b>Bonded or Other Indebtedness</b>	<b>Debt Authorized and Unissued</b>	<b>Outstanding at June 30, 2019</b>	<b>Principal Payment</b>	<b>Interest Payment</b>
<b>Bonds -</b>		\$0	\$0	\$0

SECTION 4: During the coming fiscal year (2020) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Smith Road Sidewalk	\$ 650,000.00	\$ 650,000.00	\$ 0
Little Turkey Creek Greenway	\$ 130,000.00	\$ 130,000.00	\$ 0
Community Center	\$ 425,000.00	\$ 425,000.00	\$ 0
Campbell Station Wall	\$ 200,000.00	\$ 200,000.00	\$ 0
McFee Park Exp. Phase III	\$ 8,000,000.00	\$ 8,000,000.00	\$ 0
Stormwater Improvements	\$ 750,000.00	\$ 750,000.00	\$ 0
Union Road	\$ 500,000.00	\$ 500,000.00	\$ 0
Signal System Upgrade	\$ 6,710,000.00	\$ 6,710,000.00	\$ 0
Virtue Road-Phase I	\$ 3,900,000.00	\$ 3,900,000.00	\$ 0
Jamestowne Blvd Study	\$ 80,000.00	\$ 80,000.00	\$ 0

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	\$ 300,000.00	\$ 300,000.00	\$ 0
Pedestrian/Greenway Connectors	\$ 100,000.00	\$ 100,000.00	\$ 0
Little Turkey Creek	\$ 300,000.00	\$ 300,000.00	\$ 0
Campbell Station Inn Improvements	\$ 250,000.00	\$ 250,000.00	\$ 0
MBLP Turf Improvements	\$ 500,000.00	\$ 500,000.00	\$ 0
Anchor Park Fence	\$ 150,000.00	\$ 150,000.00	\$ 0
Anchor Park Basketball Resurfacing	\$ 40,000.00	\$ 40,000.00	\$ 0
Anchor Park Playground	\$ 415,000.00	\$ 415,000.00	\$ 0
MBLP Boardwalk Replacement	\$ 50,000.00	\$ 50,000.00	\$ 0
Stormwater Improvements	\$ 100,000.00	\$ 100,000.00	\$ 0
Union Road	\$ 3,520,000.00	\$ 3,520,000.00	\$ 0
Virtue Road-Phase II	\$ 330,000.00	\$ 330,000.00	\$ 0

- SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated § 6-56-205.
- SECTION 6: Money may be transferred from one appropriation to another in the same fund, subject to such limitations and procedures as set by the Board of Mayor and Aldermen pursuant to Tennessee Code Annotated § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.
- SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full-time equivalent employees required by Tennessee Code Annotated § 6-56-206 will be attached.
- SECTION 8: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the Town has debt issued pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21 of the Tennessee Code Annotated (the "Statutes"). If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the Town does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 10: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.
- SECTION 11: This ordinance shall take effect July 1, 2019, the public welfare requiring it.

## Appendix D-Compensation Plan

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### Merit and Market Pay Plan

The purpose of the merit and market pay plan is threefold: to encourage excellence in service by tying salary increases to job performance rather than tenure; to reward employees for their efforts and job performance; and to remain competitive with other cities/towns in regard to the Town's compensation program.

Performance evaluations for all employees are completed during the month of May, regardless of the anniversary date of an employee's employment. Any approved merit increases are awarded during the month of July. There is no set time interval in which employees can expect to reach the top salary of their range.

Included in the 2019-2020 budget is a merit increase in which employees are eligible to receive a 0-4 percent increase in their base salaries. New employees who have yet to complete their initial trial periods by May will be eligible for an increase at the completion of their trial periods, which lasts a minimum of six months.

Grade	Salary Ranges	
	Minimum	Maximum
<b>24</b>	\$90,539.12	\$140,335.64
<b>22</b>	\$79,824.66	\$123,728.22
<b>21</b>	\$74,952.73	\$116,176.73
<b>20</b>	\$70,378.15	\$109,086.13
<b>19</b>	\$66,082.77	\$102,428.29
<b>18</b>	\$62,049.55	\$96,176.80
<b>17</b>	\$58,262.49	\$90,306.86
<b>16</b>	\$54,706.56	\$84,795.17
<b>15</b>	\$48,921.58	\$75,828.45
<b>14</b>	\$45,935.76	\$71,200.43
<b>13</b>	\$43,132.17	\$66,854.86
<b>12</b>	\$40,499.69	\$62,774.52
<b>11</b>	\$38,027.88	\$58,943.21
<b>10</b>	\$35,706.93	\$55,345.74
<b>9</b>	\$33,527.63	\$51,967.83
<b>8</b>	\$31,481.34	\$48,796.08
<b>4</b>	\$24,471.18	\$37,930.32
<b>3</b>	\$22,977.63	\$35,615.33
<b>1</b>	\$20,258.44	\$31,400.58

## Farragut Employee Positions

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Position	FY 17/18	FY 18/19	FY 19/20
Administrative Assistant	7	6	6
Administrative Assistant (Part-Time)	0	1	1
Assistant Community Development Director	1	1	1
Assistant Town Engineer	1	1	1
Assistant to the Town Administrator	1	1	1
Building Official	1	1	1
Community Development Director	1	1	1
Codes Officer/Commercial Plans Examiner	1	1	1
Codes Officers	2	2	2
Custodian	1	1	2
Engineering Technicians	2	2	2
Equipment Operators	18	18	18
Equipment Operators-Seasonal	4	4	4
Executive Assistant	1	1	1
Fire Marshall	2	2	2
Historic Resources Coordinator (Part-Time)	1	1	1
Human Resources Manager	1	1	1
IT Manager	1	1	1
Leisure Services Director	1	1	1
Media Assistant	0	0	1
Park & Athletics Coordinator	1	1	1
Park Assistants (Part-Time)	9	9	9
Parks Foreman	1	1	1
Park Operator	1	1	1
Payroll/Accounts Payable	1	1	1
Planner I	1	1	1
Public Relations Coordinator	1	1	1
Public Works Director	1	1	1
Road Foreman	1	1	1
Special Events Coordinator	1	1	1
Stormwater Coordinator	1	1	1
Tourism Coordinator (Part-Time)	1	1	1
Town Administrator	1	1	1
Town Engineer	1	1	1
Town Recorder/Treasurer	1	1	1
Traffic Enforcement Manager	1	1	1
Total Employees	71	71	73

## Appendix E-FY20 Fee Schedule

<b><u>FY2020 Fee Schedule</u></b>		<b><u>Approved Fee</u></b>
<b><u>Administration</u></b>		
Beer Permit		\$250
Beer Permit Privilege Tax		\$100
Retail Liquor Store Application		\$300
Liquor Privilege Tax		
Private Club		\$300
Hotel & Motel		\$1,000
<u>Restaurants, according to seating</u>		
75-125 seats		\$600
126-175 seats		\$750
176-225 seats		\$800
226-275 seats		\$900
276 seats & over		\$1,000
Wine Only Privilege Tax		\$120
Solicitation Permit		\$15
Records Request/Copies (see Section 1-307 of Farragut Municipal Code)	Black & White 8 1/2 X 11 Color 8 1/2 X 11 or 8 1/2 X 14  Color 36 X 24 Larger copies Labor to fill request	\$0.15 \$0.50  \$5 Cost of production Charges based on employee hourly rate and time to fulfill request
Notary Service	\$0 for Farragut residents	\$10 per stamp/signature
Credit Card Fee		2% transaction fee
<b><u>Engineering</u></b>		
Drainage Fee	Commercial/Office Development Residential Development	\$0.03 per square foot of impervious surface \$40 per subdivision lot

<b><u>Community Development</u></b>	<b><u>Approved Fee</u></b>
Illegal Parking (in fire lanes)	\$25
Special Events Permit	\$25
Temporary Sign	\$25
Food Truck, per truck/per day	\$20
Zoning Letter	\$25
Trailblazer Signs	\$250
Licensing Fee	\$100
Grand Opening security deposit	\$300
Grand Opening Permit	\$25
Celebratory Events Permit	\$25
<b>Building Permits</b>	Permit valuation shall include total value of work, including labor and materials, for which the permit is being issued
	<b>Total Valuation:</b>
\$1,000 and less	\$35.00 minimum
\$1,001 to \$50,000	\$35.00 for the first \$1,000, plus \$6.50 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$340 for the first \$50,000, plus \$5.25 for each additional thousand or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$600 for the first \$100,000, plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000
-	
\$500,001 and up	\$2,260 for the first \$500,000, plus \$2.60 for each additional thousand or fraction thereof

<b>Plumbing Permit</b>	\$35, plus \$5.00 for each fixture	
<b>Gas Permit</b>	\$35 for first tap, plus \$5.00 for each additional tap	
<b>Mechanical Permit-Commercial</b>	\$35 for first \$1,000, per total value of installation, plus \$5.00 for each additional thousand or fraction thereof	
Boilers (any occupancy)		\$10.00 plus
33,000 Btu (IBHp) to 165,000 (5BHp)		\$5.00
165,001 Btu (5BHp) to 333,000 (BHp)		\$10.00
333,001 (10BHp) to 1,165,000 (52BHp)		\$15.00
1,165,001 (52BHp) to 3,300,000 (98BHp)		\$25.00
over 3,300,000		\$35.00
<b>Mechanical Permit-Residential</b>	\$35, plus \$35 per each unit	
<b>Swimming Pool Permit</b>		
Public Pool	Per total value of construction as per building permit	
Private pool (one & two family)	Per total value of construction	
Pool fillings system, including backflow prevention	\$1.50 each	
Gas piping system (separate gas permit)	See Gas Permit	
Backwash receptor	\$1.50 each	
<b>Demolition Permit (for demolition of any building or structure)</b>		
0-100,000 cubic feet	\$100	
100,001 cubic feet and over	\$1.00/1,000 cubic feet	
<b>Moving Permit (for moving any building or structure)</b>	\$100, plus any applicable bonds	

<b>Re-Inspection Fee</b>	\$50 for 1st re-inspection and \$100 for 2nd re-inspection and \$200 for re-inspections of the same failure beyond the 2nd re-inspection
<b>Commencing Work Without a Permit</b>	Fee will be double the calculated building permit fee
<b>Building Permit Application Extension</b>	\$100 with up to 90 days as the maximum extension
<b>Building Permit Extension</b>	\$100 with up to 180 days as the maximum extension
<b>Temporary Certificate of Occupancy</b>	Residential-30-day maximum \$100
<b>Temporary Certificate of Occupancy</b>	Non-residential-30-day maximum \$200
<b>Plan Review Fee</b>	Fee is one half of the calculated Building Permit Fee, which is to be paid at the time of plan submittal. One- and two-family dwellings are exempt. This fee includes an initial submittal and one correction submittal. All additional submittals will require a \$250 re-submittal fee
<b>Re-submittal Plans Review Fee</b>	Re-submittal fees are a minimum of \$250 or one half of the calculated building permit fee based on the difference between the original building value and the revised building value, whichever is greater

<b>Fire Prevention Fee</b>		
Fire Sprinkler System Permit		\$0.02 per square foot or \$100 (whichever is greater)
Fire Alarm System Permit		\$0.02 per square foot or \$100 (whichever is greater)
Modifications to existing fire alarm or sprinkler systems if work does not exceed \$1,000; if does exceed \$1,000, refer to Fire Alarm or Sprinkler System Permit fee		\$50
All other permits		\$50
<b>Subdivision Fees</b>		
Concept Plan		\$100
Preliminary Plat		\$100 plus \$25/lot
Final Plat		\$100 plus \$25/lot
<b>Site Plan Fees</b>	Less than 3 acres or proposed gross square footage of building space is less than 10,000 square feet	\$100
<b>Site Plan Fees</b>	More than 3 acres or proposed gross square footage of building space is more than 10,000 square feet	\$200
<b>Landscape Plan Fees</b>		\$50
<b>Zoning Ordinance &amp; Subdivision Regulations Text Amendment Fees</b>	Amend written text	\$250
<b>Zoning Map Amendment Fees</b>	Amend map	\$300
<b>Comprehensive Land Use Plan Amendment</b>	Amend text or map	\$300
<b>Municipal Code Text Amendment Fee</b>		\$250
<b>Sign Fees</b>	Application to erect a sign.	\$100

<b>Sign Modification Without a Permit</b>	Modification to a sign or installation of a sign prior to obtaining approval by the Town	\$200
<b>Sign Fees for Tenant Panel Addition or Modification to Tenant Panel on Existing Ground Mounted Sign</b>		\$50/panel
<b>Home Occupation Fee</b>		\$50
<b>Board of Zoning Appeals - Special Exception, Use on Review, or Interpretation Request</b>		\$100
<b>Board of Zoning Appeals - Variance Request</b>		\$300
<b>Everett Road Corridor Fee</b>		Ordinance 14-19
<b>Parks &amp; Leisure Services</b>		Approved Fee
<b>Facility</b>		
<b>Community Room/Board Room Rental</b>		\$20 per hour; \$30 with kitchen
<b>Picnic/Pavilions Rental</b>	Essex (AP); Burnside (CSP)	\$25 half day/ \$40 full day
	Hartford & Saratoga (AP); Longstreet (CSP)	\$45 half day/\$80 full day
	McFee Small	\$85 half day/\$125 full day
	McFee Large	\$95 half day/\$145 full day
<b>Athletic, Effective March 1, 2018</b>	Fields (Diamond & Rectangular)	\$20 per hour
	Fields (Artificial Turf)	\$40 per hour
	Softball Fees	\$325 per team
	Competitive, Recreational & Intermediate Volleyball Fees	\$165 per team
	Open Volleyball Fees	\$150 per team
<b>Field Closed Non-Compliant Fee</b>		\$100 per event
<b>For-Profit/Park Usage Fee</b>	Professional Photographers, For profit classes, Trainers, Etc.	\$25 per hour
<b>Tournament Usage Fee</b>	Grass Field/Volleyball Complex	\$85 half day/\$150 full day
	Synthetic Turf Field	\$170 half day/\$300 full day
<b>Concession/Vendor Fee</b>	Per Vendor/All Weekend	\$20 per day
<b>Special Event Park Use Fee - Founders Park Only</b>		\$200 per 4 hours; \$50 per hour for each additional hour

## Glossary

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**ACCURAL:** in finance, the adding together of interest or different investments over a period of time. It holds specific meanings in accounting, where it can refer to accounts on a balance sheet that represent liabilities and non-cash-based assets used in **accrual-based** accounting

**APPROPRIATION:** An authorization granted by the Board of Mayor and Aldermen to make budgeted expenditures and to incur obligations for purposes specified in the budget ordinances.

**APPROVED BUDGET:** Term used to describe revenues and expenditures for the upcoming adopted by the Board of Mayor and Aldermen.

**BALANCED BUDGET:** Occurs when planned expenditures equal anticipated revenues. In Tennessee, it is a requirement that the budget approved by the Board of Mayor and Aldermen be balanced.

**BMA:** The Farragut Board of Mayor and Aldermen.

**BOND:** a certificate issued by a government or a public company promising to repay borrowed money at a fixed rate of interest at a specified time

**BUDGET:** A comprehensive financial plan of operation for a specified period of time that matches all planned revenues and expenditures with various municipal services. The Town's budget is adopted annually.

**BUDGET AMENDMENT:** A formal change of budgeted appropriations requiring 2 readings by the Board of Mayor and Aldermen.

**BUDGET CALENDAR:** The schedule of key dates or milestones which the Town follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT:** The official written statement prepared by the Town staff reflecting the decisions made by the Board in their budget deliberations

**BUDGET MESSAGE:** A general discussion of the budget which provides the Board of Mayor and Aldermen and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the Town Administrator.

**BUDGET ORDINANCE:** The schedule of revenues and expenditures for the upcoming fiscal year by fund which is adopted by the Board of Mayor and Aldermen each year.

**CAPITAL EXPENDITURE:** is incurred when the Town spends money either to acquire or construct major capital facilities, to buy fixed assets or to add to the value of an existing fixed asset with a useful life extending beyond the fiscal year.

**CAPITAL INVESTMENT PLAN (CIP):** A plan for capital expenditures to be incurred each year over a five-year period to meet capital needs by the Town. Used to account for acquisition and/or construction of major capital projects, including buildings, parks, streets, bridges and other Town facilities, infrastructure, and equipment.

**COMPENSATED ABSENCE:** are absences for which employees will be paid, such as vacation, sick leave

**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**(CAFR):** Issued at the end of a fiscal year, it includes comparisons to the budgeted amounts in the general and special revenue funds to ensure compliance with the legally adopted budget. The CAFR is prepared in accordance with GAAP (Generally Accepted Accounting Principles), the accounting principles that are commonly used in preparing financial statements and generally accepted by the readers of those statements. The authoritative source of GAAP for state and local governments is the Governmental Accounting Standards Board (GASB).

**DEBT SERVICE:** Payment of long-term debt principal, interest, and related costs.

**DEPARTMENT:** A major administrative or operational division of the Town which indicates overall management responsibility for an operation or a group of related operations within a functional area. A department usually has more than one program and may include activities or divisions which are accounted for in different funds.

**DEPRECIATION:** a reduction in the value of an asset with the passage of time, due in particular to wear and tear

**EXPENDITURE:** The authorized paying out of Town funds to defray the Town charges and expenses and all necessary obligations relating to, or arising from, the execution of the lawful authority of the Board of Mayor and Aldermen.

**FEES:** A general term used for any charge levied by the Town associated with providing a service or permitting an activity.

**FISCAL YEAR:** The time period beginning on July 1st of a calendar year and ending on June 30 of

the following calendar year. Budgeting is carried out on a fiscal year schedule.

**FUND:** A fund is a fiscal and accounting entity with a self-balancing set of accounts. It is also the legal level of budgetary control for the Town.

**FUND BALANCE:** Amounts shown as fund balance represent monies which remain unspent after all budgeted expenditures have been made.

**GENERAL FUND:** The general operating fund of the Town used to account for all financial resources except those required to be accounted for in another fund. Most department operations of the Town are funded by the general fund including administration, engineering, community development and parks.

**GFOA:** Government Finance Officers Association. A professional organization primarily of state and local government finance officers.

**GOAL:** An individual result that an organization wants to achieve.

**GOVERNMENTAL FUND:** Governmental funds are those used to account for all or most of the Town's general activities and services, including the acquisition or construction of capital assets.

**INTERFUND TRANSFERS:** Amounts transferred from one fund to another.

**LGIP:** The Local Government Investment Pool (LGIP) is an investment mechanism authorized by the 91st General Assembly which enables all Tennessee municipalities, counties, school districts, utility districts or other local government units and political subdivisions to

participate with the state in providing maximum opportunities for the investment of public funds.

**LIABILITIES:** Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

**LINE ITEM BUDGET:** A budget summarizing the detail categories of expenditures for goods and services the Town intends to purchase during the fiscal year.

**MAJOR FUND:** are **funds** whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise **funds** and at least 5 percent of the aggregate amount for all governmental and enterprise **funds**

**MODIFIED ACCRUAL:** The basis of accounting where expenditures are recognized when incurred and payment is due, and revenues are recognized when they are measurable and available (generally collected within 60 days).

**MUNICIPAL CODE:** A compilation of ordinances as adopted and approved by the Board of Mayor and Aldermen.

**PERFORMANCE MEASUREMENTS:** Specific measures of work performed as an objective of the various departments based upon quality and quantity of particular items.

**OPERATING BUDGET:** The Operating Budget is adopted by the Board of Mayor and Aldermen by resolution on a fiscal year basis, and an annual appropriation is made based upon this

Budget. The Budget may be amended during the fiscal year.

**OPERATING EXPENSES:** The cost of contractual services, materials, supplies and other expenses not related to personnel and capital outlay expenses or capital projects.

**OPERATING TRANSFER:** The routine and/or recurring transfer of assets between funds.

**PERSONNEL:** Cost of salaries, wages, and fringe benefits such as employer's share of social security contributions, retirement expenses, and health and life insurance payments.

**PROGRAM CHANGE:** An alteration or enhancement of current services or the provision of new services

**REVENUE:** Income received from various sources used to finance government services. For example, local sales tax revenue.

**RISK MANAGEMENT:** An organized attempt to protect a government's assets against accidental loss in the most economical method.

**SPECIAL REVENUE FUND:** Special revenue funds are used to account for resources that are subject to certain legal spending restrictions. The Town has one (1) special revenue fund: State Street Aid

**STATE STREET AID:** A special revenue fund used to account for the receipt and usage of the Town's share of State gasoline taxes. State law requires these gasoline taxes to be used to maintain streets.

**TARGET:** The extent an organization wants a performance measure to reach, in a specific time frame, signifying achievement of the goal.

**TML RISK MANAGEMENT POOL:** A self-insurance pool formed in 1981 by the Tennessee Municipal League.

**TRANSFER:** An appropriation to or from another fund. A transfer is the movement of money from one fund to another to wholly or partially support the functions of the receiving fund.